

ANNUAL
REPORT OF *R.C.G.*
EFFICIENCY RATING

Form approved.
Budget Bureau No. 50-R012.2.

ADMINISTRATIVE-UNOFFICIAL ()
OFFICIAL:
REGULAR (X) SPECIAL ()
PROBATIONAL ()

As of March 31, 1950 based on performance during period from March 31, 1949 to March 31, 1950

LEO L. LAUGHLIN

INSPECTOR GS-14; \$9400.

(Name of employee)

(Title of position, service, and grade)

JUSTICE DEPARTMENT, FBI, SECURITY DIVISION - FRONT OFFICE

(Organization—Indicate bureau, division, section, unit, field station)

ON LINES BELOW MARK EMPLOYEE	1. Study the instructions in the Rating Official's Guide, C. S. C. Form No. 3823A. 2. Underline the elements which are especially important in the position. 3. Rate only on elements pertinent to the position. a. Do not rate on elements in <i>italics</i> except for employees in administrative, supervisory, or planning positions. b. Rate administrative, supervisory, and planning functions on elements in <i>italics</i> .	CHECK ONE: Administrative, supervisory, or planning <input checked="" type="checkbox"/> All others <input type="checkbox"/>
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|--|--|
| <u>(1) Maintenance of equipment, tools, instruments.</u> | <u>(21) Effectiveness in planning broad programs.</u> |
| <u>(2) Mechanical skill.</u> | <u>(22) Effectiveness in adapting the work program to broader or related programs.</u> |
| <u>(3) Skill in the application of techniques and procedures.</u> | <u>(23) Effectiveness in devising procedures.</u> |
| <u>(4) Presentability of work (appropriateness of arrangement and appearance of work).</u> | <u>(24) Effectiveness in laying out work and establishing standards of performance for subordinates.</u> |
| <u>(5) Attention to broad phases of assignments.</u> | <u>(25) Effectiveness in directing, reviewing, and checking the work of subordinates.</u> |
| <u>(6) Attention to pertinent detail.</u> | <u>(26) Effectiveness in instructing, training, and developing subordinates in the work.</u> |
| <u>(7) Accuracy of operations.</u> | <u>(27) Effectiveness in promoting high working morale.</u> |
| <u>(8) Accuracy of final results.</u> | <u>(28) Effectiveness in determining space, personnel, and equipment needs.</u> |
| <u>(9) Accuracy of judgments or decisions.</u> | <u>(29) Effectiveness in setting and obtaining adherence to time limits and deadlines.</u> |
| <u>(10) Effectiveness in presenting ideas or facts.</u> | <u>(30) Ability to make decisions.</u> |
| <u>(11) Industry.</u> | <u>(31) Effectiveness in delegating clearly defined authority to act.</u> |
| <u>(12) Rate of progress on or completion of assignments.</u> | |
| <u>(13) Amount of acceptable work produced. (Is mark based on production records? <u>AA</u>) (Yes or no)</u> | |
| <u>(14) Ability to organize his work.</u> | |
| <u>(15) Effectiveness in meeting and dealing with others.</u> | |
| <u>(16) Cooperativeness.</u> | |
| <u>(17) Initiative.</u> | |
| <u>(18) Resourcefulness.</u> | |
| <u>(19) Dependability.</u> | |
| <u>(20) Physical fitness for the work.</u> | |

STATE ANY OTHER ELEMENTS CONSIDERED

- (A) CAPABILITY FOR ADDITIONAL RESPONSIBILITY
- (B)
- (C)

STANDARD
Deviations must be explained on reverse side of this form

Plus marks on all underlined elements, and check marks or better on all other elements rated.
Check marks or better on all elements rated, and plus marks on at least half of the underlined elements.
Check marks or better on a majority of underlined elements, and all weak performance overcompensated by outstanding performance.
Check marks or better on a majority of underlined elements, and all weak performance not overcompensated by outstanding performance.
Minus marks on at least half of the underlined elements.

Adjective Rating
Excellent
Very Good
Good
Fair
Unsatisfactory

Rating official
EXCELLENT
5/22/50
Reviewing official
J.W.G.

Rated by *C. L. Delmon*
(Signature of rating official)

INSPECTOR IN CHARGE
(Title)

March 31, 1950
(Date)

Reviewed by *C. L. Delmon*
(Signature of reviewing official)

Asst. to Dir.
(Title)

March 31, 1950
(Date)

Rating approved by efficiency rating committee
(Date)

Report to employee
(Adjective rating)

March 31, 1950

ANNUAL REPORT

RE: LEO L. LAUGHLIN
INSPECTOR
NUMBER ONE MAN, SECURITY DIVISION
(Loyalty, Internal Security and
Correlation-Liaison Sections)
GS-14; \$9400.

Inspector Laughlin is Number One Man of the Security Division and has under his immediate supervision the Loyalty Section, the Internal Security Section, and the Correlation-Liaison Section.

Mr. Laughlin makes a splendid personal appearance. He is very alert and has a quick intelligence which permits him to readily grasp the essentials of problems before him. He has a thorough knowledge of Bureau policies and as a result is able to quickly draw the proper conclusions to the variety of problems coming to his attention. He is a hard worker, has a great deal of energy, and applies himself assiduously to those matters which require immediate attention.

Mr. Laughlin capably directs the personnel under his supervision. His judgment is definitely above average. I consider that Mr. Laughlin is fully qualified to handle his present assignment.

As a result of the appearance of Mr. Laughlin with other Agents before Mr. Edmund M. Hanrahan and Commissioners of the Securities and Exchange Commission regarding the loyalty investigation of [redacted] Mr. Hanrahan advised the Director that he was indeed grateful for the very helpful cooperation afforded by the Bureau and he expressed his sincere thanks.

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b7C

On August 12, 1949, Mr. Alexander M. Campbell, of the Department, expressed his appreciation for the excellent work performed in the [redacted] case in connection with her trial in the District of Columbia. He specifically mentioned the invaluable assistance rendered by Mr. Laughlin.

By letter dated January 13, 1950, Secretary of Commerce Charles Sawyer expressed his appreciation to the Bureau for its assistance over the past year in matters of mutual concern. He particularly mentioned the cooperation and many courtesies of Mr. Laughlin. As of February 27, 1950, Mr. Laughlin was designated as Number One Man in the Security Division.

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In the case of [redacted] Mr. Laughlin was criticized by the Bureau for delays which occurred in the transmission of a memorandum to the Investigative Division in connection with the case.

I have considered the over-all picture of Mr. Laughlin's work during the rating period and I am rating him as EXCELLENT.



Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. TOLSON

FROM : H. H. CLEGG

SUBJECT: INSPECTION ASSIGNMENTS

DATE: 3/14/50

Reference is made to the Executives Conference memorandum dated March 7, 1950, concerning field inspections, which is attached. There are set forth below suggested inspection assignments to be handled during the current year by the Assistant Directors, the Number One Men, and the Bureau Supervisors listed in the attached memorandum:

Assistant Directors

SMC Tracy ✓
H. H. Clegg ✓
W. M. Glavin ✓
L. E. Nichols ✓
A. M. Belmont ✓
Mr. Rosen ✓
Mr. Harbo ✓

- Cincinnati
- Charlotte
- Pittsburgh
- Richmond
- New Haven
- Norfolk
- Knoxville

Other Bureau Officials

Q. Tamm ✓
N. P. Callahan ✓
J. J. McGuire ✓
L. L. Laughlin ✓
C. E. Hennrich ✓
B. E. Hargett ✓
J. A. Carlson ✓
J. P. Mohr ✓

- Buffalo
- Albany
- Louisville
- Atlanta
- Birmingham
- Memphis
- Springfield
- Milwaukee
- Indianapolis

In view of the fact that some of the offices listed above were suggested in my memorandum of March 2, 1950, as tentative assignments for Messrs. K. R. McIntire, F. H. McIntire, J. A. Sizoo, H. B. Long, B. C. Brown and G. C. Gearty of the Training and Inspection Division, the following suggested assignments are being recommended for these men:

J. A. Sizoo ✓
B. C. Brown ✓
H. B. Long ✓
G. C. Gearty ✓
K. R. McIntire ✓
F. H. McIntire ✓

- Baltimore (recheck); Cleveland
- St. Louis; Little Rock
- Administrative Div. (with Mr. Egan); Wash. Field
- Omaha; Kansas City
- Savannah
- Dallas

Before being assigned to conduct any inspections, the above officials who have not had previous experience on field inspections, other than Assistant Directors, will be assigned to assist Mr. Naughten or Mr. Gurnea on a regular inspection in order to give them the necessary experience.

MAILED 4

MAR 22 1950

COMM - FBI

HEM:BG

- 24-100-100-1

Tolson ✓
Ladd ✓
Clegg ✓
Glavin ✓
Nichols ✓
Rosen ✓
Tracy ✓
Harbo ✓
Room ✓
Gandy ✓

b6
b7c

67-030-1526

FEDERAL BUREAU OF INVESTIGATION

APR 25 1950
RECEIVED READING ROOM
APR 21 4 08 PM '50

With reference to Mr. Gurnea's and Mr. Naughten's assignments, the following are being recommended:

Mr. Gurnea

Present Assignments:

Security Division (recheck)

London, Paris & Madrid Liaison Offices

Second Trip:

Butte

Anchorage

Salt Lake City

Denver

Third Trip:

Seattle

Portland

San Francisco

Mr. Naughten:

Present Assignments:

Albuquerque

Second Trip:

Philadelphia (recheck)

Mobile

Miami

San Juan

Third Trip:

Boston

Detroit

Chicago

Minneapolis

Newark

Fourth Trip:

Los Angeles

Honolulu

Houston

New Orleans

Fifth Trip:

New York

*Let to
Naughten
3/26/50
HHC*

*OK
3-15
✓
H.*

SIXTY-DAY

Form approved
Budget Bureau No. 50-R012.3

REPORT OF EFFICIENCY RATING

ADMINISTRATIVE-UNOFFICIAL ()
OFFICIAL: REGULAR () SPECIAL (X)
PROBATIONAL ()

As of April 27, 1950 based on performance during period from March 27, 1950 to April 27, 1950

LEO L. LAUGHLIN

INSPECTOR

GS-14; \$9400.

(Name of employee)

(Title of position, service, and grade)

JUSTICE DEPARTMENT, FBI, SECURITY DIVISION - FRONT OFFICE

(Organization—Indicate bureau, division, section, unit, field station)

ON LINES BELOW MARK EMPLOYEE ✓ if adequate - if weak + if outstanding	1. Study the instructions in the Rating Official's Guide, C. S. C. Form No. 3823A.	CHECK ONE: Administrative, supervisory, or planning <input checked="" type="checkbox"/> All others <input type="checkbox"/>
	2. Underline the elements which are especially important in the position.	
	3. Rate only on elements pertinent to the position. a. Do not rate on elements in <i>italics</i> except for employees in administrative, supervisory, or planning positions. b. Rate administrative, supervisory, and planning functions on elements in <i>italics</i> .	

- | | |
|---|---|
| <p>— (1) Maintenance of equipment, tools, instruments.</p> <p>— (2) Mechanical skill.</p> <p>± (3) Skill in the application of techniques and procedures.</p> <p>— (4) Presentability of work (appropriateness of arrangement and appearance of work).</p> <p>± (5) Attention to broad phases of assignments.</p> <p>± (6) Attention to pertinent detail.</p> <p>— (7) Accuracy of operations.</p> <p>± (8) Accuracy of final results.</p> <p>± (9) Accuracy of judgments or decisions.</p> <p>± (10) Effectiveness in presenting ideas or facts.</p> <p>± (11) Industry.</p> <p>± (12) Rate of progress on or completion of assignments.</p> <p>± (13) Amount of acceptable work produced. (Is mark based on production records? <u>Yes</u>)</p> <p>± (14) Ability to organize his work.</p> <p>± (15) Effectiveness in meeting and dealing with others.</p> <p>± (16) Cooperativeness.</p> <p>± (17) Initiative.</p> <p>± (18) Resourcefulness.</p> <p>± (19) Dependability.</p> <p>± (20) Physical fitness for the work.</p> | <p>± (21) <i>Effectiveness in planning broad programs.</i></p> <p>± (22) <i>Effectiveness in adapting the work program to broader or related programs.</i></p> <p>± (23) <i>Effectiveness in devising procedures.</i></p> <p>± (24) <i>Effectiveness in laying out work and establishing standards of performance for subordinates.</i></p> <p>± (25) <i>Effectiveness in directing, reviewing, and checking the work of subordinates.</i></p> <p>± (26) <i>Effectiveness in instructing, training, and developing subordinates in the work.</i></p> <p>± (27) <i>Effectiveness in promoting high working morale.</i></p> <p>± (28) <i>Effectiveness in determining space, personnel, and equipment needs.</i></p> <p>± (29) <i>Effectiveness in setting and obtaining adherence to time limits and deadlines.</i></p> <p>± (30) <i>Ability to make decisions.</i></p> <p>± (31) <i>Effectiveness in delegating clearly defined authority to act.</i></p> |
|---|---|

STATE ANY OTHER ELEMENTS CONSIDERED

- ± (A) CAPABILITY FOR ADDITIONAL RESPONSIBILITY
- (B) 7-11-50
- (C) 4 MAY 23 1950

STANDARD

Deviations must be explained on reverse side of this form

Plus marks on all underlined elements, and check marks or better on all other elements rated.

Check marks or better on all elements rated, and plus marks on at least half of the underlined elements.

Check marks or better on a majority of underlined elements, and all weak performance overcompensated by outstanding performance.

Check marks or better on a majority of underlined elements, and all weak performance not overcompensated by outstanding performance.

Minus marks on at least half of the underlined elements.

Adjective Rating

Excellent

Very Good

Good

Fair

Unsatisfactory

Rating official: VERY GOOD

Reviewing official:

Rated by [Signature] INSPECTOR IN CHARGE April 27, 1950
(Signature of rating official) (Title) (Date)

Reviewed by [Signature] ASSISTANT TO DIRECTOR April 27, 1950
(Signature of reviewing official) (Title) (Date)

Rating approved by efficiency rating committee (Date) Report to employee (Adjective rating)

April 27, 1950

SIXTY-DAY EFFICIENCY REPORT

RE: LEO L. LAUGHLIN
INSPECTOR
NUMBER ONE MAN, SECURITY DIVISION
(Loyalty, Internal Security and
Correlation-Liaison Sections)

Reference is made to the comments set forth in the Annual Efficiency Report of Mr. Laughlin dated March 31, 1950. The comments made therein generally remain the same. However, in view of the fact that Mr. Laughlin received a letter of censure dated April 21, 1950 relative to the handling of the loyalty investigation of [redacted], his rating for the sixty-day period since he was designated as Number One Man in the Security Division is VERY GOOD.

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Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. Glavin

FROM : H. L. Edwards *HL*

SUBJECT: LEO L. LAUGHLIN
Number One Man
Security Division.

DATE *17578* May 25, 1950

Tolson _____
Ladd _____
Clegg _____
Glavin _____
Nichols _____
Rosen _____
Tracy _____
Harbo _____
Belmont _____
Mohr _____
Tele. Room _____
Nease _____
Gandy _____

RE: ANNUAL EFFICIENCY RATING

An annual efficiency report has been submitted on Mr. Laughlin in which he was rated as Excellent. In the attached narrative comments it was pointed out that in the case of [redacted] Mr. Laughlin was criticized by the Bureau for delays which occurred in the transmission of a memorandum to the Investigative Division in connection with the case. In this connection, it is noted that in a letter directed to him under date of 2-24-50, it was pointed out that although it had been indicated the delay might have been due to the handling of mail and material on other cases of an apparently more important nature, nevertheless it was deemed necessary to point out to him that appropriate steps must be taken to eliminate any similar delay in the future.

The efficiency report contains further comment to the effect that as the result of the appearance of Mr. Laughlin with other Agents before Mr. Edmund M. Hanrahan and Commissioners of the Securities and Exchange Commission regarding the loyalty investigation of [redacted] Mr. Hanrahan advised the Director that he was indeed grateful for the very helpful cooperation afforded by the Bureau and he expressed his sincere thanks.

On August 12, 1949, Mr. Alexander M. Campbell, of the Department, expressed his appreciation for the excellent work performed in the [redacted] case in connection with her trial in the District of Columbia. He specifically mentioned the invaluable assistance rendered by Mr. Laughlin.

By letter dated January 13, 1950, Secretary of Commerce Charles Sawyer expressed his appreciation to the Bureau for its assistance over the past year in matters of mutual concern. He particularly mentioned the cooperation and many courtesies of Mr. Laughlin. As of February 27, 1950, Mr. Laughlin was designated as Number One Man in the Security Division.

It was also noted that Mr. Laughlin made a splendid personal appearance. He was very alert and had a quick intelligence which permitted him to readily grasp the essentials of problems before him. He had a thorough knowledge of Bureau policies and as a result was able to quickly draw the proper conclusions to the variety of problems coming to his attention. He was a hard worker, had a great deal of energy, and applied himself assiduously to those matters which required immediate attention. He capably directed the personnel under his supervision; his judgment was definitely above average, and he was considered as fully qualified to handle his present assignment.

Mr. Belmont stated that he had considered the over-all picture of Mr. Laughlin's work during the rating period and was rating him EXCELLENT.

A sixty-day report subsequently was submitted on Mr. Laughlin, dated 4-27-50, and it was stated that the comments set forth in the 3-31-50 report generally remained the same.

67-58420-243

5 JUN 19 1950

However, in view of the fact that Mr. Laughlin received a letter of censure dated 4-21-50, relative to the handling of the loyalty investigation of [REDACTED], his rating for the sixty-day period since he was designated as Number One Man in the Security Division was VERY GOOD. b6 b7C

RECOMMENDATION: Inasmuch as the delay in the [REDACTED] case for which Mr. Laughlin was criticized was of a rather minor nature, it is recommended that the rating of Excellent afforded him on 3-31-50 be allowed to stand. In view of the letter of censure which he received in connection with the [REDACTED] investigation, it is believed that only a rating of Very Good is justified on his 60-day report. Therefore, it is also recommended that no change be made in this rating.

JEE:mjd

W.R. [unclear]

*OK
Vine
5/26*

*H. Edwards
Jm*

November 13, 1950

Mr. Leo L. Laughlin
Federal Bureau of Investigation
Washington, D. C.

~~PERSONAL AND
CONFIDENTIAL~~

Dear Sir:

My attention has been directed to the fact that the informant coverage of the Bureau on the activities and plans of the Nationalist Party of Puerto Rico has been most inadequate and as Inspector in charge of the Internal Security Section of the Security Division, you were definitely at fault in not having made sure that this weakness did not exist.

It is most important in times of international tension such as we are now experiencing, that this Bureau establish and maintain the necessary sources of information to protect the Internal Security of our Government and accordingly, I shall hold you personally responsible in the event any similar lapses are found to exist.

Very truly yours,

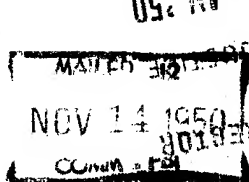
J. Edgar Hoover

John Edgar Hoover
Director

CC: Mr. Belmont (P-80)

JIC:cmw

Tolson _____
Ladd _____
Clegg _____
Glavin _____
Nichols _____
Rosen _____
Tracy _____
Harbo _____
Belmont _____
Mohr _____
Tele. Room _____
Nease _____
Gandy _____



RECEIVED READING ROOM
FBI
U.S. DEPT. OF JUSTICE

58420-244

NOV 14 11 00 AM '50

NOV 14 11 48 AM '50

John Edgar Hoover

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. TOLSON

DATE: October 4, 1950

FROM : J. P. MOHR

SUBJECT: CALL FROM BASEBALL COMMISSIONER A. B. CHANDLER

Security Division

Mr. Tolson
Mr. Clegg
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Egan
Mr. Gurnea
Mr. Harbo
Mr. Mohr
Mr. Pennington
Mr. Quinn
Mr. Nease
Miss Gandy

Reference is made to the attached memorandum dated October 4, 1950 from Mr. Belmont to Mr. Ladd regarding a telephone call from the Philadelphia Office at 8:40 P. M. October 3, 1950 which was received by Special Agent-Supervisor Moynihan to the effect that Baseball Commissioner A. B. Chandler had called the Philadelphia Office requesting that the Director telephone him. Commissioner Chandler left his address - Suite 808, Bellevue Stratford Hotel, Philadelphia, telephone Pennypacker 5-0700, with the Newark Office. Mr. Moynihan, in his memorandum, stated that the request of Mr. Chandler was called to Mr. Ladd's attention at the time the call was received.

The Director has inquired where the original of the memorandum was since the Director only received a carbon copy at 10:37 A. M. this morning. You inquired as to why it took until 10:37 for the Director to receive a copy of the memorandum and why he did not receive the original shortly after 9:00 A. M. this morning.

I have checked into this matter and wish to report as follows:

Special Agent Supervisor Moynihan stated that at the time he received the call from Mr. Chandler he immediately telephoned Mr. Ladd. He also prepared a rough draft copy of the memorandum and at midnight when he went off duty he left the rough draft with the midnight Supervisor, Special Agent [redacted] with instructions that he have it promptly typed up in the morning. Moynihan said it was his recollection that he put a special tag on the rough draft memorandum.

The midnight Supervisor, Special Agent [redacted] was telephonically contacted at home and he stated he recalled receiving the rough draft memorandum from Agent Moynihan but it did not have a special tag on it but he believes that Moynihan may have said something about having it promptly typed up in the morning. Carter said he did not place a special tag on the rough draft copy of the memorandum since he noted in it that the information contained therein had been telephonically brought to the attention of Mr. Ladd previously and that the memorandum was being submitted for informational purposes only.

I talked to [redacted] the stenographer in the Security Division front office, who states that when she came in at 9:00 A. M. this morning the rough draft memorandum was in the middle of her desk. Since there was no special tag on it and she had other

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b7C

expedite special work to do she did not get around to typing it up until some time between 10:00 and 10:30 A. M. She thereafter took it to Mr. Leo Laughlin. *This is too long a delay*

Mr. Leo Laughlin stated that as soon as he got the memorandum he was sitting at his desk and he initialed it and handed it to a clerical employee to send the original to Mr. Ladd by special messenger and the copy to the Director by special messenger, it being his recollection that he put a special tag on the memorandum at the time. It is noted that the copy was time stamped in the Director's Office at 10:37 today. The original was time stamped in Mr. Ladd's Office at 10:37 A. M. today. The copy of the memorandum was left in Mr. Nease's office, as is the usual practice and it is presumed it was promptly called to the Director's attention. *We should always get the original*

Mr. Ladd's secretary said when the memorandum was received in Mr. Ladd's office it had a special tag on it. Mr. Ladd said the memorandum was received in his office while he was in attendance at the Executives Conference and he initialed it immediately upon his return and it thereafter went to Mr. Sizoo's office, being time stamped in his office at 11:20 A. M.

J.A.X. Mr. Sizoo stated that after he came out of the Executives Conference he checked all mail on his desk with special tags, handled it and then went to lunch, in accordance with his usual practice. He said upon his return from lunch he handled the non-special mail on his desk in a routine manner; that he recalled the memorandum in question and it was his recollection that there was no special tag on it but that he placed one thereon and routed it immediately to you. The memorandum was time stamped in your office at 3:04 P. M.

This was not handled properly by Sizoo and he will be so advised
CONCLUSION

From my inquiry it appears that the reason the memorandum did not reach the Director's office shortly after 9:00 A. M. is due to the fact that it was not promptly transcribed in the Security Division. Had it been transcribed promptly the memorandum could have undoubtedly reached the Director's office shortly after 9:00 A. M. It also appears that Mr. Sizoo held the original of the memorandum in his office for too long a period of time but even so it got to his office too late in the day. I have discussed this matter with Mr. Belmont and he agrees that there was too long a delay in handling the matter in the Security Division and he is now arranging to have a stenographer enter on duty at 8:00 A. M. to transcribe memoranda of the night supervisors so that they will be ready to be dispatched before or at 9:00 A. M. at the very latest in the morning.

RECOMMENDATION

It is recommended that the Security Division immediately institute the practice of having a stenographer come in at 8:00 A. M.

in order to transcribe the memoranda of the night supervisors and that the Security Division be certain that there is no delay in promptly transmitting such memoranda to the appropriate Bureau officials at or before 9:00 A. M. in the morning.

yes
L.

W. B. Smith

JPM:DSS

*I agree with all of
Tolan's observations.*

L.

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. TOLSON ✓

DATE: October 31, 1950

FROM : H. H. CLEGG *hcc*SUBJECT: INSPECTIONS *General*

Tolson ✓
Ladd ✓
Nichols ✓
Rosen ✓
Tracy ✓
Harbo ✓
Gandy ✓

In accordance with your request, there follows a summary of the present inspection assignments.

I. Inspection assignments of those men assigned to the Training and Inspection Division:

	Office to be inspected	Inspection to begin
T. E. <i>X</i> Naughten (only full time field inspector)	Cleveland <i>Insp</i> Newark <i>Insp</i> Anchorage <i>Insp</i> Honolulu <i>Insp</i> San Diego <i>Insp</i> Los Angeles <i>Insp</i> New York <i>Insp</i>	In progress Proposed assignment Proposed assignment Proposed assignment Proposed assignment Proposed assignment
B. C. <i>X</i> Brown	St. Louis <i>Insp</i> Little Rock <i>Insp</i>	11/13/50 11/27/50
J. A. <i>X</i> Carlson	Butte <i>Insp</i> Salt Lake City <i>Insp</i>	11/13/50 11/27/50
G. C. <i>X</i> Gearty	Denver <i>Insp</i>	In progress
H. B. <i>X</i> Long	New Orleans <i>Insp</i> Houston <i>Insp</i>	In progress 11/13/50
F. H. <i>X</i> McIntire	Dallas <i>Insp</i>	11/20/50

II. Inspections assigned to other Bureau officials:Assistant DirectorsE. J. *X* Connelley

Boston *Insp*
Pittsburgh *Insp*
Charlotte *Insp*
Richmond *Insp*
Knoxville *Insp*

11/13/50

75

R. T. *X* Harbo

Security Division *Insp*
Washington Field *Insp*

Report being prepared

A. *X* Rosen ✓Norfolk *Insp*

11/6/50

S. J. *X* Tracy ✓Cincinnati *Insp*

11/6/50

FHM/er

Memo to Tolson 11/1/50 from 1 m
Ltr to Inspectors checked above 11/2/50
Ltr to Brown, Carlson, Gearty, & Long 11/2/50 from 1 m

Inspectors

A. H. ~~X~~Belmont ✓

N. P. ~~X~~Callahan ✓

E. E. ~~X~~Hargett ✓

C. E. ~~X~~Henrich ✓

L. L. ~~X~~Laughlin ✓

J. J. ~~X~~McGuire ✓

G. A. ~~X~~Nease

New Haven *Insp*

Albany *Insp*

Memphis *Insp*

Savannah *Insp*

Atlanta *Insp*

Omaha *Insp*

Indianapolis *Insp*

12/4/50

11/27/50

11/27/50

11/6/50

Condition of work
prohibits setting
definite date

Condition of work
prohibits setting
definite date

In progress

RECOMMENDATION:

This is for your information.

*The inspections listed
for those officials
whose names are
checked should
be canceled*

10731

✓

O F F I C E M E M O R A N D U M . UNITED STATES GOVERNMENT

TO : MR. LADD
FROM : A. H. BELMONT
SUBJECT:

DATE: September 15, 1950

SCHEDULE OF INSPECTIONS-
FRONT OFFICE PERSONNEL, SECURITY DIVISION

Please be advised that in accordance with instructions the Training and Inspection Division has been informed that the inspections assigned to representatives of the Security Division will be carried out, as follows:

L. L. Laughlin	-	October 23, 1950
C. E. Hennrich	-	November 6, 1950
A. H. Belmont	-	December 4, 1950

AHB:tlc

9, NOV 7

THE DIRECTOR

September 8, 1950

D. M. LADD

PERSONNEL - ADVANCEMENT

In accordance with the instructions contained in SAC Letter No. 56, Series 1950, dated August 11, 1950, regarding "Personnel - Advancement," the following comments are submitted regarding personnel assigned to the Security-Investigative Division for consideration on a long-range basis for development as administrators and executives in the Bureau. In this connection, while it is understood that all personnel assigned to the Security Division are being considered for long-range development, comments are made only on the personnel who have indicated through their work that they are definitely above average as material for advancement along the lines indicated in referenced SAC Letter.

I am not commenting on Inspector Leo Laughlin or on the Unit Chiefs of the various sections, namely, Messrs. Carl Hennrich, Victor Keay, Fred Baumgardner, and Charles Stanley, inasmuch as their designation and continued assignment to their present positions clearly reflects that they are highly capable and are ready for consideration for any advancement or change of assignment for which the Bureau may consider them.

Likewise, I have not listed the Number One Men in the four sections, namely, William A. Branigan, Espionage Section, Nathaniel R. Johnson, Loyalty Section, Joseph L. Schmit, Internal Security Section, and Orrin H. Bartlett, Correlation-Liaison Section. These supervisors at the present time hold positions equivalent to that of Assistant Special Agent in Charge and each of them merits consideration for further advancement. Particularly, with reference to Nathaniel R. Johnson, it is my opinion that he is entirely capable of handling a small office as Special Agent in Charge at the present time.

The following are listed in accordance with the instructions in referenced SAC Letter:

GEORGE H. SCATTERDAY

Mr. Scatterday supervises Communist front organizations. He also relieves in the handling of mail in the Office of the Assistant to the Director. He is considerably above average, has an excellent over-all knowledge of Bureau policy, has above-average judgment, and is a well-rounded mature Bureau employee who meets people well and creates the impression that he is capable of handling

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MEMORANDUM FOR THE DIRECTOR

any situation which might arise. He handles a large volume of work and has prepared involved and highly important memoranda for the Director on the motion picture industry and various front groups. Mr. Scatterday makes an excellent personal appearance, dresses neatly and has a friendly disposition. He makes friends easily, is an enthusiastic employee, and is definitely interested in advancing in the Bureau's work. Mr. Scatterday has excellent possibilities as a potential SAC. He is available for assignment anywhere the Bureau may desire to send him.

DONALD E. MOORE

Mr. Moore is assigned to the Internal Security Section as a supervisor on the Special Memoranda Desk. He is Number Two Man in the Section and assists in handling correspondence. On the occasions that he has acted in charge of the Section, he has handled himself well and has demonstrated that he possesses administrative ability. He is tall, well built and presents an excellent personal appearance. He is an enthusiastic employee, has an over-all knowledge of Bureau policy, has displayed excellent judgment, and his general all-round ability is considerably above the average of a Bureau supervisor. Mr. Moore is available for assignment anywhere. His prospects for development as an SAC on a long-range basis are excellent.

ELBERT T. TURNER

Mr. Turner is a supervisor in the Espionage Section of the Security Division. He has demonstrated outstanding administrative ability. In his assignments he uses exceptionally good judgment and he is thoroughly acquainted with Bureau policy. He is a hard worker, is ambitious, and has a forceful and direct approach. He has handled a number of complicated matters with excellent results. He presents an excellent personal appearance. I believe he is a good prospect for development as an SAC. Mr. Turner is available for assignment anywhere the Bureau might desire to send him.

EMORY M. GREGG

Mr. Gregg has been assigned to the Espionage Section of the Security Division. He has demonstrated administrative ability in the handling of his assignments and has shown the ability to organize his work. He has performed his duties in a highly commendable manner. Mr. Gregg is pleasant, yet forceful, and has the ability to handle complicated matters and retain a sense of balance. He should be considered as potential SAC material. He is available for assignment anywhere the Bureau might desire to utilize his services.

MEMORANDUM FOR THE DIRECTOR

STERLING B. DONAHOE

Mr. Donahoe is assigned to the Espionage Section of the Security Division. He is a clear thinker and a rapid worker, capable of handling a large volume with accurate results. He has discharged his assignments in an outstanding manner, knows Bureau policy, and has had well-rounded Bureau experience. He has the capacity for additional development along administrative and executive lines as an SAC. He is available for assignment anywhere the Bureau may wish to send him.

HUGH JACK PHARIES

Mr. Pharies is assigned to the Loyalty Section of the Security Division. He is a well-built, rugged individual who presents an excellent personal appearance. He has a fine personality, is an excellent conversationalist, and is a mature Bureau employee who has unusual ability along the line of contacts with police officers, as well as business officials. He is aggressive, forceful, and possesses a considerable amount of poise and self-confidence. Mr. Pharies has clearly demonstrated that he possesses administrative ability and is good material for advancement to Assistant Special Agent in Charge and Special Agent in Charge. He is available for assignment anywhere the Bureau may desire to send him.

JOHN S. AMMARELL, JR.

Mr. Ammarell is Supervisor in Charge of the Correlation Unit and acts as Number Two Man for the Correlation-Liaison Section of the Security Division. There is no question about his having very considerable administrative ability. He is intelligent, personable, displays initiative and has a genuine interest in his work. He makes an excellent appearance and is available for assignment anywhere the Bureau desires. He is good material for development into the position of SAC.

CALVIN B. HOWARD

Mr. Howard is currently assigned to the Internal Security Section of the Security Division as a supervisor on the Communist Front Desk. Prior to his assignment as a supervisor at the Bureau, he served as a full-time supervisor on Communist matters at the Newark Office. He possesses a detailed knowledge of not only the Communist Party per se, but of the numerous splinter groups and Communist front organizations. He is meticulous as to detail and strives to produce perfect work at all times. Mr. Howard makes an excellent personal appearance, approaches his assignments in an intelligent manner, and

MEMORANDUM FOR THE DIRECTOR

has exercised good judgment in connection with his work at all times. He is a willing and enthusiastic employee and is desirous of advancing in the Bureau's work. He has the ability to make contacts among all types of people and he could serve in any type of territory or office. He is available for transfer at any time to any place the Bureau may wish to assign him. I feel that in view of his qualifications he should definitely be considered for development as a Special Agent in Charge on a long-range basis.

ROBERT J. LAMPHERE

Mr. Lamphere is assigned to the Espionage Section of the Security Division. In this capacity he has demonstrated exceptional ability in supervising the complex espionage investigations assigned to him. He organizes his work and produces a far above average volume of work. He has a pleasant personality, is above average in intelligence, uses good judgment, and accepts and discharges responsibility in a commendable way. He did an excellent job on a recent trip to London, where he interviewed Dr. Klaus Fuchs, a confessed espionage agent. He definitely has the ability for further advancement as an SAC. Mr. Lamphere is available for assignment at any time to any place the Bureau may desire to send him.

LEO C. NULTY

Mr. Nulty is assigned to the Espionage Section of the Security Division. He has had considerable experience as an ASAC. He is far above average as a Bureau supervisor. He is thoroughly acquainted with Bureau policy and uses good judgment at all times in the discharge of his responsibilities. He has an excellent personal appearance, is above average in intelligence, and is friendly yet forceful in his manner. Mr. Nulty is available for transfer to any place where the Bureau might desire to send him. He has the qualifications for consideration for advancement to the position of SAC.

ARTHUR J. MARCHESSAULT

Mr. Marchessault is assigned to the Espionage Section of the Security Division. He has performed in an outstanding manner as a Bureau supervisor. He is a good organizer, is aggressive, and is ambitious to advance in the Bureau's service. He is a hard worker, wants to become an SAC, and has had valuable experience as an ASAC at the Detroit Office. He has the capacity for development as an SAC. He is available for assignment anywhere the Bureau desires to utilize his services.

MEMORANDUM FOR THE DIRECTOR

SMITH BLAIR, JR.

Mr. Blair is assigned to the Correlation Unit of the Correlation-Liaison Section, Security Division. He has handled a number of complex, lengthy memoranda with excellent results. He has shown a facility for such work and is considerably aided in this regard by his very sound knowledge of Bureau policies and procedures. He is a methodical, hard working individual who makes a good appearance and is available for assignment wherever his services may be needed. He could probably serve as an ASAC with very little additional seasoning and can be considered on a long-range basis for development as an SAC.

PAUL L. COX

Mr. Cox is currently assigned to the Internal Security Section of the Security Investigative Division as a Supervisor on the Security Index Desk. He presents an excellent, mature personal appearance, has a good personality, and is well liked by the other employees in the Section. He has the ability to make contacts among all types of people and could function satisfactorily in any office. The work presently being handled by Mr. Cox is of a highly confidential and involved nature, but he has definitely demonstrated he can handle a tremendous volume of work with a minimum of errors. Prior to his assignment as a Supervisor at the Seat of Government, he was a full-time Supervisor on the General Investigative Desk in the Detroit Office. Mr. Cox has an all-round knowledge of Bureau policies and has continually exercised good judgment in applying these policies to his everyday duties. He is an enthusiastic employee and has a definite desire to advance himself in the Bureau's work. He is thorough, has the ability to think through problems which arise in connection with his assigned duties, and issues concise, intelligent instructions to the field. He is available for transfer to any Bureau office at any time. It is believed that Mr. Cox possesses all the qualifications for development as an SAC on a long-range basis.

JOSEPH D. PURVIS

Mr. Purvis is assigned to the Loyalty Section of the Security Division. He is tall, rather slender of build, dresses in a very neat conservative style, and presents a good personal appearance. Although he is quiet, he has an excellent personality and is mature in his demeanor. He is aggressive and resourceful and his judgment has been excellent. Purvis has an analytical mind and his organization of his work is one of his outstanding qualities. He is the leader type and is well respected by his fellow employees. Prior to his assignment

MEMORANDUM FOR THE DIRECTOR

as a Supervisor in the Loyalty Section on January 26, 1948, Purvis acted as Relief Supervisor in the Savannah Office. Mr. Purvis is loyal, intelligent and capable of handling additional responsibilities. It is believed he should be considered for further advancement as ASAC and SAC. He is available for assignment wherever his services are needed.

N. TAYMOND WANNALL

Mr. Wannall is assigned to the Espionage Section of the Security Division. He has been handling rather involved espionage cases on a special basis. He is diligent, industrious and an exceptionally hard worker. He exercises considerable initiative and is a driving type of worker who aims for concrete results. He has the desire to advance in the Bureau's service. He handles his work in an analytical manner with above average organization. I believe he is capable of performing the functions of an ASAC with possibilities for development as an SAC. Mr. Wannall is available for assignment anywhere the Bureau may desire to send him.

HERMAN O. BLY

Mr. Bly is assigned to the Internal Security Section of the Security Division. He is a supervisor on the Communist Party, USA Desk. His work as a supervisor on this desk has been outstanding. He is without question one of the better informed men in the Bureau concerning Communist matters generally. He has inaugurated changes in the method of reporting by the field on Communist matters which have enhanced the investigative operations of the Bureau. He makes an excellent personal appearance, exercises good judgment at all times, has a good personality, and is well liked by the other employees in the Internal Security Section. He has the ability to make friends and contacts among all types of people and could serve successfully in any Bureau office. He is available for transfer at any time to any Bureau office. Mr. Bly is an enthusiastic employee and is definitely interested in advancing himself in the Bureau's work. I feel that Mr. Bly possesses all of the qualifications for development as an SAC on a long-range basis.

[redacted] is assigned to the Espionage Section of the Security Division. He is an exceptionally good organizer, thinks clearly, and attacks his work in an aggressive manner. He obtains results. [redacted] presents an excellent personal appearance, has a friendly disposition and yet is forceful in his approach. His work as a Bureau supervisor has been above average. I believe he is capable of performing the duties of an ASAC with possibilities for further development as an SAC. He is available for assignment anyplace the Bureau may desire to utilize his services.

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MEMORANDUM FOR THE DIRECTOR

WAYNE W. KLEMP

Mr. Klem is currently assigned to the Internal Security Section of the Security Investigative Division on the Special Memoranda Desk. In this capacity he answers general correspondence which is received by the Bureau as well as prepares memoranda on specialized subjects for the Director and for general dissemination to other governmental agencies. Since his assignment to this desk, Mr. Klem has performed in an outstanding manner. He has an outstanding knowledge of Bureau policy and procedure and has repeatedly demonstrated that he can apply those policies in carrying out his everyday assignments. Mr. Klem makes an excellent personal appearance, has a good disposition, and is well liked by the other employees in the Section. He has the faculty of being able to make contacts among all types of people and is available for transfer to any of the Bureau's offices. He is an enthusiastic employee and is definitely interested in advancing himself in the Bureau's work. In view of his all-round ability, I feel that Mr. Klem possesses all of the qualifications necessary for development as an SAC on a long-range basis.

S. WESLEY REYNOLDS

Mr. Reynolds is assigned to the Liaison Unit, Correlation-Liaison Section, of the Security Investigative Division. He is a very experienced Liaison Supervisor who has an unusual knack for this work. He has a far above average knowledge of Bureau policies and has a facility for putting them into execution. He makes a very favorable impression on persons outside the Bureau and could adequately represent the Bureau in almost any post. He is available wherever his services are needed. I believe he has the qualifications necessary for consideration for the position of SAC on a long-range basis.

MEFFERT W. KUERTZ

Mr. Kuhrtz is assigned to the Liaison Unit, Correlation-Liaison Section of the Security Investigative Division. He presently represents the Bureau at various committee meetings, which work requires a sound knowledge of Bureau policies and the ability to get along with representatives of outside governmental agencies. He seems to be suited for liaison work. He was previously a supervisor in the New York Office and has administrative ability. He is a sound, methodical individual, large of build, who presents an excellent personal appearance. He is available for assignment wherever his services are needed. He could presently operate as an ASAC and has definite possibilities for advancement as an SAC.

MEMORANDUM FOR THE DIRECTOR

RALPH R. ROACH

Mr. Roach is assigned to the Liaison Unit, Correlation-Liaison Section of the Security Investigative Division. He is a Liaison Agent with long experience in this field. His strongest assets are his excellent appearance, his personality and his knowledge of Bureau policies. He is ideally suited for liaison work. He is available for assignment wherever his services are needed. He could handle various administrative posts in the Bureau.

O. EUGENE COLEMAN

Mr. Coleman is assigned to the Loyalty Section of the Security Division. He is of medium build, dresses in a conservative manner, has a quiet but very likeable personality, and presents a very good personal appearance. He is serious, aggressive, unusually resourceful and an absolutely loyal Bureau employee. He would make an excellent impression as a Bureau representative and has the ability to develop and maintain excellent contacts in the business world and with police officials. It is observed that during an inspection of the Loyalty Section in 1949, the Inspector stated that Mr. Coleman impressed him as being stable, conscientious and capable in every respect; further, that he was above average and could assume the responsibilities of an ASAC in a small or medium size office. Prior to being assigned as a supervisor in the Loyalty Section on April 3, 1948, Coleman acted as a Relief Supervisor in the Chicago and Savannah Offices. During his assignment to the Loyalty Section, Mr. Coleman has been one of the most dependable supervisors and has been given many of the more involved assignments. He is entirely capable of handling additional responsibilities and should be considered for advancement to ASAC and SAC. He is available for assignment wherever the Bureau desires to utilize his services.

[redacted] is currently assigned to the Internal Security Section of the Security Investigative Division as a Relief Supervisor. In order to merit the assignment as Relief Supervisor, it was necessary for [redacted] to demonstrate that he possessed an over-all knowledge of Communist activity as it relates to the Communist Party per se, Communist front organizations, Communist infiltration of labor groups, as well as Communist Party informants. He has an over-all knowledge of Bureau policy and knows how to apply that policy in

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MEMORANDUM FOR THE DIRECTOR

carrying out his assigned duties. He is an intelligent, enthusiastic Bureau employee who is definitely interested in advancing in the Bureau's work. [] presents an excellent mature appearance, has a good personality and is well liked by the other employees in the Section. He has acted as relief for the Number One Man in the Internal Security Section on a number of occasions, during which time he definitely demonstrated that he possesses administrative ability. He is available for transfer at any time to any of the Bureau's offices. In view of the above, I feel that Mr. Irwin possesses all the qualifications for development as an SAC on a long-range basis.

[] is currently assigned as a Supervisor on the Sabotage Desk in the Internal Security Section of the Security Investigative Division. In this capacity he has handled a large volume of work and has demonstrated his ability to act calmly under pressure in the handling of numerous coal strike situations which require continuous and expeditious attention during the time they are in progress. He presents an excellent personal appearance, is intelligent, and has exercised good judgment at all times in the handling of his assignments since becoming a Bureau supervisor. He has an excellent personality and has the ability to make contacts among all types of people. He can adapt himself readily to any situation and could function satisfactorily in any Bureau office. He is an enthusiastic employee and is definitely interested in advancing himself in the Bureau's work. He is available for transfer to any place the Bureau may desire to send him. In light of the above, I feel that [] possesses all the qualifications for successful development as an SAC on a long-range basis. b6 b7C

[] is currently assigned to the Internal Security Section of the Security Investigative Division as a Supervisor on the Communist Infiltration of Labor Desk. He is the calm, unexcitable type of individual who approaches his assignments in an intelligent fashion and exercises excellent judgment in issuing instructions to the field. He is not the type who can be stampeded under pressure. He makes an excellent personal appearance, is friendly, has a good personality and possesses the ability to make friends among all types of people. He can adapt himself readily to meet any situation and could serve successfully in any of the Bureau's offices. He has an excellent grasp of the Bureau's policies and can apply those policies to the supervision of his assigned duties. He has a sufficient amount of force and aggressiveness and at this time is ASAC material. He should be considered on a long range basis as potential SAC material and is available for assignment wherever his services may be needed by the Bureau. b6 b7C

MEMORANDUM FOR THE DIRECTOR

ROBERT H. EGAN

Mr. Egan is assigned to the Loyalty Section of the Security Investigative Division. He is of tall build, and presents a very businesslike appearance. He has a very good personality and is a mature, reliable Bureau employee. He makes an excellent impression as a Bureau representative and would be most successful in contacts among business and police officials. Mr. Egan is an absolutely conscientious individual, has had considerable experience, and has a thorough knowledge of Bureau policies. He is unusually aggressive and resourceful, and his judgment has been solid. He is a well-rounded Bureau employee. Mr. Egan served as a Field Supervisor in the Los Angeles Office for a considerable length of time and has been a Supervisor in the Loyalty Section since March 26, 1948. He has clearly demonstrated that he has administrative ability and should be considered for further advancement in the Bureau as an ASAC and SAC. He is available for assignment wherever his services are needed.

[redacted] is currently assigned to the Internal Security Section of the Security Investigative Division as a Supervisor on the Communist Party, USA Desk. [redacted] studiously approaches the problems which confront him in his current assignment and by virtue of excellent instructions to the field has assisted the Bureau greatly in keeping abreast of the Communist Party's underground movements. He possesses an excellent background knowledge of Bureau policies and procedures and has the ability to apply those policies to his current assignment. [redacted] makes an excellent personal appearance, has a friendly disposition and a good personality, and has the ability to make contacts among all types of people. He possesses the ability to cope with any situation with which he might be confronted and could successfully serve in any Bureau office. He is an enthusiastic employee who is definitely interested in advancing himself in the Bureau's work. He is available for transfer to any Bureau office at any time. In light of the above, I feel that [redacted] possesses all of the qualifications for development as a Special Agent in Charge on a long-range basis.

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AUGUST B. FIPP, JR.

Mr. Fipp is assigned to the Correlation Unit, Correlation-Liaison Section, of the Security Investigative Division. He has had experience as a field office supervisor and as an inspector's aide. He has administrative ability and has considerable ambition. He makes

MEMORANDUM FOR THE DIRECTOR

an unusually good appearance and is personable. He is available for transfer wherever his services are needed. He would succeed as an ASAC, particularly in a small office, and should be considered as SAC material on a long-range basis.

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[redacted] is assigned to the Correlation Unit, Correlation-Liaison Section of the Security Investigative Division. He has handled a number of complex memoranda. He has impressed me with his ability to do research writing and with his ability to handle complicated problems. He is intelligent, very interested in his work, and has considerable initiative. While he looks young, he thinks in a very mature fashion and is actually a very sound Agent. He is quick and sharp. He is available for assignment wherever his services are needed. At present he could handle the position of ASAC in a small office and should be considered on a long-range basis for the position of SAC.

MARION E. TORRENS

Mr. Torrens is currently assigned to the Internal Security Section of the Security Investigative Division as a supervisor on the Security Index Desk. He is a deliberate, solid individual who carefully considers and analyzes each problem before he reaches a decision. His reasoning is excellent and he issues sound instructions to the field. He has an excellent over-all knowledge of Bureau policy and has demonstrated his ability to apply that policy to his assigned duties. Although the Bureau's Security Index program is highly confidential and involved, Mr. Torrens has handled his work on that desk in an excellent manner. He is an intelligent, enthusiastic Bureau employee who is definitely interested in advancing himself in the Bureau's work. He makes an outstanding personal appearance, has a pleasing personality and possesses the ability to make contacts among all types of people. He can adapt himself to meet any given situation and could function satisfactorily in any part of the country. He is available for transfer at any time to any of the Bureau's offices. In view of the above, it is felt that Mr. Torrens possesses all of the qualifications at this time for future development as an SAC on a long-range basis.

CORNELIUS A. MOYNIHAN

Mr. Moynihan is presently assigned to the Correlation-Liaison Section of the Security Investigative Division. He assists in supervising our foreign liaison work, particularly our relations with foreign police organizations. He has had experience as a

MEMORANDUM FOR THE DIRECTOR

supervisor in the New York Office. There is no question that he has administrative ability and has a sound knowledge of Bureau policies. He has been night supervisor of the Security Division for some months and in this capacity has shown the ability to handle all of the various phases of the Bureau's work which arise. He is available for transfer anywhere his services are needed. He could presently handle an assignment as an ASAC and should be considered for the position of SAC on a long-range basis.

[redacted]

[redacted] is currently assigned to the Internal Security Section of the Security Investigative Division on the Security Index Desk. Although the Bureau's Security Index program is highly confidential and involved, [redacted] has demonstrated that he can handle a tremendous volume of work with a minimum of supervision. His instructions to the field are well thought out and clearly and concisely expressed. He possesses an excellent knowledge of Bureau policies and has exercised good judgment in applying those policies to his everyday tasks. He is an enthusiastic employee who is definitely interested in advancing himself in the Bureau's work. He makes an excellent personal appearance, has a pleasing personality, possesses the ability to make contacts among all types of people, can adapt himself to any given situation, and is available to serve in any type of territory or office. In view of the above, I believe that [redacted] possesses all of the qualifications for future development as a Special Agent in Charge on a long-range basis. b6 b7C

SAM J. PAPICH

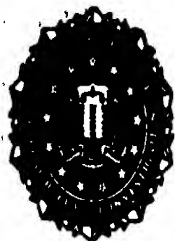
Mr. Papich has been in the Loyalty Section as a supervisor only since April, 1950. It has been observed that he is quick to grasp the work and he has done an excellent job during this short period. Mr. Papich was listed by the SAC of the San Francisco Office in September, 1949, as the No. One Special Agent in the San Francisco Office for development as an administrator and executive in the Bureau. He presents a mature personal appearance, makes an excellent impression as a Bureau representative, and appears to be a well-rounded Bureau employee. He is the type of Bureau employee who would operate in an outstanding manner in contact work and developing sources and informants. It is believed that he presents excellent material for further advancement to assignment as an ASAC or SAC. He is available for assignment wherever his services are needed by the Bureau.

MEMORANDUM FOR THE DIRECTOR

FREDERICK C. ZINCK

Mr. Zinck is currently assigned to the Internal Security Section of the Security Investigative Division as a Supervisor on the Security Index Desk. In this capacity, he has handled a tremendous volume of these highly confidential and involved matters with a minimum of supervision. He uses good judgment and has demonstrated on numerous occasions his ability to think clearly and apply Bureau policy correctly to any given situation. His instructions to the field are set forth in a clear and concise manner. He is an enthusiastic employee who is definitely interested in advancing himself in the Bureau's work. Mr. Zinck presents an excellent personal appearance, has a friendly disposition and a good personality and possesses the ability to make contacts among all types of individuals. He can adapt himself to any situation and could serve successfully in any part of the country. He is available for transfer to any of the Bureau's offices at any time. In light of the above, I feel that Mr. Zinck at this time possesses all of the qualifications for future development as an SAC on a long-range basis.

In addition to the above-listed, there are a number of other supervisors in the Security Division who only recently have been transferred to the Seat of Government and whom consequently I have not had the opportunity to fully observe. Undoubtedly, some of these supervisors will be qualified for advancement in the Bureau's service. They, of course, will be listed, if warranted, at a future date.



United States Department of Justice
Federal Bureau of Investigation
Washington, D. C.



Director
Federal Bureau of Investigation
United States Department of Justice
Washington, D. C.

August 22, 1950

Dear Sir:

For inclusion in the fund to be paid to the designated beneficiary of any Special Agent of the FBI who has previously contributed to this fund and who dies from any cause except self-destruction while employed as a Special Agent, I am forwarding herewith (by ~~check~~ ~~money order~~) the sum of \$10, payable to the Chief Clerk of the FBI, to be included in said fund. Payment will be made for death by self-destruction after the Agent has been a member of the fund for two years. It is understood and agreed that the sum tendered herewith is a voluntary, gratuitous contribution to said fund which I understand is to be administered in the following manner.

The Director of the FBI will appoint a committee which shall consider all matters pertaining to the acquisition, safe keeping and expending of said fund, which committee will recommend appropriate action to the Director in pertinent matters. The Chief Clerk of the FBI shall receive all contributions and account for same to the Director. Upon the death of any Special Agent who is a member of said fund the appointed committee will consider the case and submit a recommendation to the Director as to its conclusions. Appropriate instructions will then be issued to the Chief Clerk, directing him to pay to the designated beneficiary the sum of \$10,000. The following person is designated as my beneficiary for FBI Agents' Insurance Fund:

Name Mrs. Leo L. (Mary E.) Laughlin Relationship Wife Date 8-22-50

Address 2331 - 24th Street, S.E., Washington 20, D. C.

The following person is designated as my beneficiary under the Chas. S. Ross Fund providing \$1500 death benefit to beneficiary of agents killed in line of duty.

Name Mrs. Leo L. (Mary E.) Laughlin Relationship Wife Date 8-22-50

Address 2331 - 24th Street, S. E., Washington 20, D. C.

Very truly yours

Leo L. Laughlin
Special Agent

AUG 28 1950

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Mr. Leo L. Laughlin
Federal Bureau of Investigation
U. S. Department of Justice

Div. 5

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LAUGHLIN, LEO L.

CCO

RESGN act and eff 11/23 , no lv eed another Govt agency

PLEASE ~~XXXX~~ FIGURE REFND ON 12/1 chk

PLEASE GIVE US THE AMOUNT OF THIS REFUND 89.02 THANKS

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DIRECTOR

6/27/50

Clyde Tolson

JOSEPH L. SCHMIT
INTERNAL SECURITY SECTION
SECURITY DIVISION

You will recall that Supervisor Schmit and Supervisor [] of the Security Division, participated in preparing a memorandum dated June 12 explaining why certain data were being forwarded to Mr. McInerney of the Department. I talked to Supervisor [] and submitted a memorandum dated June 22 concerning his participation in the preparation of this memorandum. b6 b7C

I talked today with Supervisor Schmit, who prepared the first sentence on page two of the memorandum in question, which stated " * * * It is felt that it is our responsibility to keep the Department, as well as other intelligence agencies, fully advised of all reliable information coming to our attention bearing upon the international situation * * * ." Mr. Schmit states that it is clear to him that the inclusion of the reference to "as well as other intelligence agencies" was unfortunate and created a wrong impression.

The memorandum of June 12 concluded with a sentence "If it is your desire that this not be done, our policy will be changed accordingly." It was originally thought that this concluding statement in the memorandum was prepared by Supervisors Schmit and []. As I pointed out in my memorandum of June 22 covering my conversation with Supervisor [] Mr. Belmont advised me on the same date that the final sentence was added by Inspector Leo Laughlin at Mr. Belmont's instructions and Mr. Belmont stated he told Laughlin to add the sentence for the purpose of securing advice from the Director as to future policy. Mr. Belmont admitted that the phraseology was most unfortunate but that it was not intended to be flippant in any way. b6 b7C

The memorandum of June 16 further explaining who drafted the memorandum of June 12 was not properly prepared by Inspector Laughlin, who did not indicate that anyone other than Supervisors Schmit and [] had participated in preparing the June 12 memorandum. I asked Mr. Laughlin about this. He stated he was sorry this was not explained; that he should have done it but forgot to do so. He states that he is solely responsible for the phraseology utilized in the last sentence of the June 12 memorandum.

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Mr. Belmont, as I pointed out in my memorandum of June 22, came to see me on that date concerning the June 12 memorandum. He stated it was not until I had talked to Supervisor Jacobs on June 22 that he realized that criticism was being directed to the last sentence of the June 12 memorandum "If it is your desire that this not be done, our policy will be changed accordingly." He states that the moment it was brought to his attention that this was subject to criticism he came to my office to explain that Inspector Laughlin added the sentence at his, Belmont's, directions. He claims he missed the point of the matter entirely up to that time.

While the reference to other intelligence agencies was entirely a gratuitous one, it is my opinion that the most grievous error in the preparation of the June 12 memorandum involved the last sentence which was added after the memorandum left the hands of the two supervisors and, consequently, I do not believe that the supervisors should be held accountable for the manner in which the memorandum finally was submitted.

CT:DSS

DIRECTOR'S NOTATION, "The whole point seems to have been missed. I never raised any question about sending any information to the Intelligence Agencies. I solely questioned the sending of certain specific data in question to McInerney. It didn't raise any question of over all policy & most certainly no question as to any policy of what was to be sent to Intelligence Agencies. Yet in reply to my query I get an entirely gratuitous & extraneous memo which in addition was couched in a flippancy of phraseology."

H.

Director's notation, "I consider Belmont & Laughlin & Schmit & Jacobs all culpable in this incident. Also where was Ladd in reviewing it."

H.

copy am

OFFICE MEMORANDUM * UNITED STATES GOVERNMENT

TO : THE DIRECTOR

DATE: June 12, 1950

FROM : MR. D. M. LADD

SUBJECT: COMMUNIST PARTY, USA
INTERNATIONAL RELATIONS
INTERNAL SECURITY - C.

PURPOSE

To answer your inquiry as to why a memorandum captioned as above dated June 7, 1950, was prepared for transmittal to Assistant Attorney General James M. McInerney of the Department. The memorandum, which was prepared, is attached.

DETAILS

As stated in the predicated paragraph of the memorandum of June 7 1950, the information was furnished to the Bureau by a reliable confidential informant concerning the international situation. This informant is

b6
b7C
b7D

We have, of course, in the past furnished similar data to the Department in memorandum form. In addition, the quarterly reports on the Communist Party, USA, which are prepared by the Field, as well as the semi-annual intelligence summary on the Communist Party, USA, which is prepared at the Seat of Government, all have contained a separate section on international relations. These have all been made available to the Department.

Information of this nature dealing with international relations as it concerns the Communist Party, USA has previously been transmitted to Mr. Peyton Ford but in view of recent instructions such memoranda are now being designated for Mr. McInerney of the Criminal Division.

Attachment

JLS:AGJ:esb

8 JUL 11 1950

ACTION

None. This is being submitted for your information and to point out that it is felt that it is our responsibility to keep the Department, as well as other intelligence agencies, fully advised of all reliable information coming to our attention bearing upon the international situation, particularly when such data comes from a highly reliable and well placed source within the Communist Party. If it is your desire that this not be done, our policy will be changed accordingly.

DIRECTOR'S NOTATION, " No one has questioned the responsibility to keep the Intelligence Agencies informed. I didn't raise that point so consequently the above conclusions is gratuitous & not in point. I do not think this particular material is pertinent enough to be sent by separate memo to the Department.

copy am

OFFICE MEMORANDUM * UNITED STATES GOVERNMENT

TO : DIRECTOR
FROM : CLYDE TOLSON

DATE: 6-22-50

SUBJECT: [REDACTED]
SUPERVISOR
SECURITY DIVISION

LEO L. LAUGHLIN

b6
b7C

You will recall that Supervisor [REDACTED] assisted in the preparation of a memorandum with Supervisor J. L. Schmit explaining why a memorandum on Communist Party, USA, International Relations, Internal Security-C, was prepared for transmission to Mr. McInerney, of the Department. The memorandum ended with a gratuitous statement pertaining to sending information dealing with the international situation to other intelligence agencies, as well as to the Department.

b6
b7C

I questioned Supervisor [REDACTED] concerning this memorandum this morning. He explained that the original memorandum to McInerney was prepared by Supervisor H. O. Ely. When the transmittal of the memorandum to McInerney was questioned Ely was at Quantico and [REDACTED] was asked to submit the memorandum of explanation. He was not familiar with Ely's reason for sending the memorandum to McInerney. [REDACTED] dictated the first part of the memorandum of explanation, dated June 12. He took the memorandum to Mr. Schmit, the Number One Man in the Internal Security Section, who dictated that portion of the conclusion referring to other intelligence agencies, which was criticized. [REDACTED] told Schmit he thought that the memorandum should go into greater detail as to the type of information which previously has been sent to the Department, but was told that there was not sufficient time to prepare this. He states that while he did not dictate the conclusion on the second page of the June 12 memorandum, he saw that Schmit had dictated except the last sentence "If it is your desire that this not be done, our policy will be changed accordingly." This final sentence was added by Inspector Leo Laughlin at the instruction of Inspector Belmont, who states that he told Laughlin to add the sentence for the purpose of securing advice from the Director as to future policy. Mr. Belmont admits to me that the phraseology was unfortunate, but that it was certainly not intended to be flippant in any way.

b6
b7C

[REDACTED] indicated that he was quite distressed concerning this matter and that certainly he had no intention of being flippant in any manner. I was very favorably impressed with [REDACTED] and in view of his explanation concerning the preparation of the memorandum I do not believe that he can be held accountable for the manner in which the memorandum finally was sent through.

Supervisor Schmit is on annual leave and I will interview him concerning this matter upon his return to the city next week.

CT:DSS

Director's notation, It is obvious [REDACTED] did not dictate the offensive portion of the memo."

H.

copy am

OFFICE MEMORANDUM

* UNITED STATES GOVERNMENT

TO : MR. D. M. LADD

DATE: June 16, 1950

FROM : MR. A. H. BELMONT

SUBJECT: COMMUNIST PARTY, USA
INTERNATIONAL RELATIONS
INTERNAL SECURITY - C.

PURPOSE:

To answer the Director's inquiry as to who drafted the memorandum from you to the Director dated June 12, 1950, which is attached.

DETAILS:

The memorandum in question was prepared by Supervisors J. L. Schmit and [redacted]

b6
b7C

I have discussed this matter in detail with these Supervisors and they are exceedingly sorry and disturbed that this memorandum left the impression with the Director that it was disrespectful and surly. They have advised me that the memorandum was intended to be a factual statement of the reason for sending information of this nature to Assistant Attorney General James M. McInerney of the Department and to explain that it has been our policy to send this type of information in the past.

b6
b7C

Messrs. Schmit and [redacted] now realize that by including the reference to the intelligence agencies the erroneous impression was given that the memorandum was discourteous. These Supervisors asked me to explain that under no circumstances would they have intentionally prepared a memorandum which would give such an impression.

I feel that these men are genuinely sorry and now realize that they did make a mistake in the choice of their language. They both are experienced supervisors and extremely loyal to the Bureau and the Director.

When the memorandum came through my office we should have realized that the language used might have given the impression of being discourteous. We regret that we missed this and will be more alert in the future.

LLM:ner
Attachment.

13 JUL 10 1950

Director's notation, "It shows sloppy supervision & review all along the line. It is just such conclusions which can be seized upon at later dates & embarrass the Bureau. I don't intend to be placed in such a position either thru intentional maliciousness or thoughtless stupidity."

H.

November 16, 1950

~~PERSONAL & CONFIDENTIAL~~

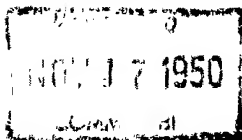
Mr. Leo L. Laughlin
Federal Bureau of Investigation
Washington, D. C.

Dear Sir:

I am greatly concerned over the unsatisfactory administration in the Internal Security Section of the Security Division with respect to the supervisory desk handling the investigation of the Nationalist Party of Puerto Rico. Although a serious congestion existed on this desk, no assistance was furnished from other sections within the division to clear up the congestion with the result that there was an undue delay in handling an investigative report which contained very vital information. In addition, I have observed that there is a lack of leadership on the part of the officials in the Security Division necessary to inspire the proper interest on the part of the agent supervisors and induce them to see to it that their work is carried out with efficiency and promptness.

Bearing in mind the tense international situation and the Bureau's responsibilities in the field of internal security, I cannot stress too strongly the imperative need of seeing to it that all of the requirements of the internal security situation are met promptly in order that this Bureau may not be charged with any lapse detrimental to the welfare of our nation.

Very truly yours,



Tolson _____
Ladd _____
Clegg _____
Glavin _____
Nichols _____
Rosen _____
Tracy _____
Harbo _____
Belmont _____
Mohr _____
Tele. Room _____
Nease _____
Gandy _____

CC: Mr. Belmont (P&C)

A letter of censure was directed to Mr. Laughlin on 11-13-50 because of the inadequate informant coverage of the San Juan Division and the failure of the Security Division to follow the matter properly.

NC
SIC:rd

Handwritten signature

December 2, 1950

~~PERSONAL AND CONFIDENTIAL~~

Mr. Leo L. Laughlin
Federal Bureau of Investigation
Washington, D. C.

Dear Sir:

I have been informed that a recent request from a United States Senator for investigation of certain employees of a shorthand reporting firm was mishandled by the Internal Security Section in that only a name check was made regarding these employees although a previous request from the same Senator had resulted in full investigations of other employees of the same firm. This discrepancy was unjustified and apparently resulted from the fact that action was taken on the second letter before the first communication had been found.

While it is realized that difficulty was experienced in locating the first letter, nevertheless, further effort should have been made along that line before the course of action in response to the second communication was determined. In this connection there was an ambiguity in the letter from the Senator which left in doubt the question whether full investigations were desired and it was incumbent upon you to have made sure that this point was properly solved.

Inasmuch as you were consulted and concurred in the action taken and also approved the outgoing reply to the second request, I feel that you were derelict in not having insisted that the earlier letter be located and reviewed in order to make sure that the Bureau's action in both instances was consistent. Matters such as these must be given most careful scrutiny and exacting attention by the approving officials in order that any errors may be noted and consequent embarrassment to the Bureau avoided. I shall expect you to see to it that there is no recurrence.

Tolson _____
Ladd _____
Clegg _____
Glavin _____
Nichols _____
Rosen _____
Tracy _____
Harbo _____
Mohr _____
Tele. Room _____
Nease _____
Gandy _____

cc: Mr. Belmont (P & C)
JIC:dfs

U. S. OFFICE OF JUSTICE
RECEIVED
DEC 4 1950

DEC 4 1950
10 07 AM '50

Very truly yours,
John Edgar Hoover
Director

AM '50

DIRECTOR
U. S. DEPT. OF JUSTICE

Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. Glavin
FROM : H. L. Edwards
SUBJECT: NATIONALIST PARTY OF PUERTO RICO
INTERNAL SECURITY - N

DATE: November 10, 1950

Security Division

Tolson
Ladd
Glavin
Nichols
Belmont
Clegg
Glavin
Harbo
Rosen
Tracy
Laughlin
Mohr
Winterrowd
Tele. Room
Holloman
Gandy

The following information is being submitted in response to the Director's inquiries made in connection with Mr. Ladd's memorandum of 11-7-50 which is attached and which dealt with a delay in handling an investigative report received from the San Juan Office entitled Raimundo Diaz Pacheco, was., Internal Security - N.

L. B. Nichols

Relative to the suggestion on the Communist front desk, the Director asked why Mr. Belmont had not assigned supervisors from other parts of the Security Division to that desk.

Answer of Mr. Belmont

Records Section

Mr. Belmont has submitted a memorandum in which he acknowledges that he should have done this. He points out that in the past the division has shifted supervisors from section to section whenever a need in a particular section became paramount. He noted at the present time 7 supervisors have been temporarily assigned to the Internal Security Section from the Correlation Section to work on Security Index cards. Mr. Belmont stated that he will watch this situation closely and wherever there appears to be a need to "balance the load" shifts will be made.

The principal dereliction was Belmont's in that he did nothing. Also, I am not neglecting anything which is a sign of leadership by Glavin & Belmont. H.

The Director noted that he thought Mr. Baumgardner should be censured if he had not taken up the matter of this congestion with Mr. Belmont.

Answer of Mr. Belmont

149 000-1200

Mr. Belmont has stated that Mr. Baumgardner did take up this congestion with him. He advised that since the start of the Korean situation there has been a very heavy influx of work into the Internal Security Section and he was in close contact with Mr. Baumgardner in order to keep the work current. On the desk in question much of the congestion arose from requests submitted by the Immigration and Naturalization Service for information regarding numerous Communist front organizations. During the latter part of September and early October approximately 20 requests of this nature which could be distributed to other supervisors in the Internal Security Section for handling were so distributed in order to relieve the congestion.

III.

The Director asked where the report in question was between September 27, 1950 when it was block stamped in the Records Section and October 3, 1950 when it was stamped in the Internal Security Section.

Answer of the Records Section

The Records Section has advised that this report was received there for processing on 9-27-50 and was handled routinely. was fully indexed and recorded and cleared the Records Section on morning of 10-3-50 having been there for a total of 5 working days. The delinquency reports of this section at that time reflect that routine mail was taking from 2 to 6 days for processing.

The Records Section has been attempting to maintain its processing function in a current status; however, considerable difficulty has been experienced in view of other work pressures, particularly on Name Checks. It was indicated that the Records Section will make every effort to handle all mail promptly in the immediate future.

IV.

The Director observed that Supervisor Kayne very obviously was not particularly interested in his work and ordered him transferred from the SOG.

A letter ordering Agent Kayne on transfer to the Chicago Division is attached.

RECOMMENDATION

In view of the fact that letters of censure are being directed to Messrs. Ladd, Belmont, Laughlin, Baumgardner and Kayne in connection with the matter of the Nationalist Party of Puerto Rico, in accordance with the recommendations contained in a separate memorandum on this subject, it is recommended that no further action be taken as a result of the matters set out above.

CC: Security Division Personnel File

HJ Edwards
Jm

Ltr to Ladd, Nichols, Ladd, Belmont,
Laughlin & Kayne
11/16/50
Jm

see
11/15/50
Jm

Jm

NC

IC:dfs

I recommend letters
to Ladd, Belmont, Laughlin,
+ Baumgardner; also Nichols
re delay in Records Section 11-13

RECORD OF PHYSICAL EXAMINATION OF OFFICERS AND SPECIAL AGENTS
FEDERAL BUREAU OF INVESTIGATION, U. S. DEPARTMENT OF JUSTICE

CC-270
(1-1-50)

NAME LAUGHLIN, Leo L. AGE 40 YEARS, 6 MONTHS
NATIVITY (state of birth) Pa. MARRIED, SINGLE, WIDOWED: Married NUMBER OF CHILDREN 3
FAMILY HISTORY Parents dead - Mother cancer, father Stomach trouble

HISTORY OF ILLNESS OR INJURY Pneumonia 1928 - again in 1948. Appendix removed 1932, tonsils out in 1935

HEAD AND FACE neg

EYES: PUPILS (size, shape, reaction to light and distance, etc.) re g

DISTANT VISION RT. 20/25, corrected to 20/ RENT dept. reports vision
LT. 20/ 25, corrected to 20/ is 20/20 in both eyes.
No corr'n needed. CFP

COLOR PERCEPTION AOC 1940 normal
(state edition of Stilling's plates or Lamps used)

DISEASE OR ANATOMICAL DEFECTS neg

EARS: HEARING RT. WHISPERED VOICE 15 /15' CONVERSATIONAL SPEECH 15 /15'
LT. WHISPERED VOICE 15 /15' CONVERSATIONAL SPEECH 15 /15'

DISEASE OR DEFECTS neg

NOSE neg

(Disease or anatomical defect, obstruction, etc. State degree)

SINUSES neg

TONGUE, PALATE, PHARYNX, LARYNX, TONSILS neg

TEETH AND GUMS (disease or anatomical defect):

MISSING TEETH as indicated

NONVITAL TEETH n

PERIAPICAL DISEASE n

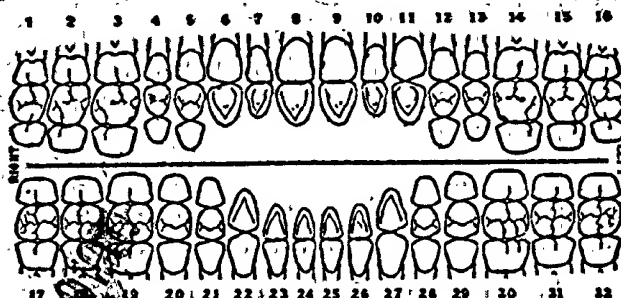
MARKED MALOCCLUSION n

PYORRHEA ALVEOLARIS n

TEETH REPLACED BY BRIDGES n

DENTURES P. D. Max replacing #7, 10

REMARKS #25, 26 is labial to #10



RECORDED
5-18-51
B. Noble, Lt. DC USN

GENERAL BUILD AND APPEARANCE sthenic (Signature of Dental Officer) 67 5 8720-247
TEMPERATURE 73 CHEST AT EXPIRATION 36 1/2
HEIGHT 73 CHEST AT INSPIRATION 39 1/2
WEIGHT 197 CIRCUMFERENCE OF ABDOMEN AT UMBILICUS 35 76
RECENT GAIN OR LOSS, AMOUNT AND CAUSE not appreciable 114
SKIN, HAIR, AND GLANDS neg
NECK (abnormalities, thyroid gland, trachea, larynx) neg 6 MAY 22 1951
SPINE AND EXTREMITIES (bones, joints, muscles, feet) neg

Handwritten:
5-18-51
2612K

THORAX (size, shape, movement, rib cage, mediastinum) neg
 RESPIRATORY SYSTEM, BRONCHI, LUNGS, PLEURA, ETC. neg
See chest x-ray report
 CARDIO-VASCULAR SYSTEM neg
 HEART (note all signs of cardiac involvement) neg
ECG * NORMAL
 PULSE: BEFORE EXERCISE 88 BLOOD PRESSURE: SYSTOLIC 130
 AFTER EXERCISE 100 DIASTOLIC 78
 THREE MINUTES AFTER 80
 CONDITION OF ARTERIES ok CHARACTER OF PULSE ok
 CONDITION OF VEINS ok HEMORRHOIDS neg
 ABDOMEN AND PELVIS (condition of wall, scars, herniae, abnormality of viscera) neg
 GENITO-URINARY SYSTEM neg
 URINALYSIS: SP. GR. 1.020 ALB. n SUGAR n MICROSCOPICAL n
 VENEREAL DISEASE neg
 NERVOUS SYSTEM neg
 (organic or functional disorders)
 ROMBERG neg INCOORDINATION (gait, speech) neg
 REFLEXES, SUPERFICIAL neg DEEP (knee, ankle, elbow) neg TREMORS neg
 SEROLOGICAL TESTS NEG BLOOD TYPE O Rh Positive
 ABNORMAL PSYCHE (neurasthenia, psychasthenia, depression, instability, worries) neg
 SMALLPOX VACCINATION: DATE OF LAST VACCINATION 1921
 TYPHOID PROPHYLAXIS: NUMBER OF COURSES _____
 DATE OF LAST COURSE _____
 REMARKS ON ABNORMALITIES NOT OTHERWISE NOTED OR SUFFICIENTLY DESCRIBED ABOVE _____
 SUMMARY OF DEFECTS Slight error of refraction - NCD "No tr. needed"s/ McGucki
 CAPABLE OF PERFORMING DUTIES INVOLVING STRENUOUS PHYSICAL EXERTION
 IS THIS INDIVIDUAL PHYSICALLY FIT TO PARTICIPATE IN RAIDS AND APPREHENSION OF CRIMINALS
 WHICH MIGHT ENTAIL THE PRACTICAL USE OF FIREARMS YES (yes or no)
 (when no is given state cause) _____
 FINDINGS, RECOMMENDATIONS AND REMARKS (as per boards, when necessary) _____
Ref. to Eye clinic (See report) "No treatment needed"
4/20/51 - See progress notes of 4/10/51 and 4/20/51.
Diagnosis - No evidence of active pulmonary disease.
 s/ C. F. Park
 Cdr. MC USN
 4/20/51
 DATE OF EXAMINATION 3/30/51
 EMPLOYEE'S INITIALS _____

LAUGHLIN, Leo L.

4/10/51 - See photofluorogram report of 3/30/51 re "Suspicious shadow left 4th interspace. P. H. of pneumonia in 1928 and again in 1948. Pleurisy 1939 No history of T. B. No cough nor sputum at present. H. L. neg. on P. E. of 3/30/51.

Request - Chest x-ray 14 x 17

4/20/51. See chest x-ray report of 4/10/51 (No x-ray evidence of active pulmonary disease) and blood sedimentation rate of 2 mm/60 min (normal) on 4/10/51.

No clinical evidence of pulmonary disease on P. E. of 3/30/51.

Diagnosis - No evidence of active pulmonary disease.

s/ C. F. Park
Cdr MC USN

Chest x-ray

Examination of the chest shows some obliteration of the left costophrenic angle by thickened pleura. In addition there is some pleural thickening in the right apex. The chest is otherwise negative.

s/ W. S. Cole
Cdr MC USN

Film No. 4217-51

date of report 4/10/51

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. A. H. BELMONT *AL*

FROM : MR. L. L. LAUGHLIN *LL*

SUBJECT: LEO L. LAUGHLIN
ANNUAL LEAVE

DATE: July 14, 1951

Tolson _____

Ladd _____

Clegg _____

Glavin _____

Nichols _____

Rosen _____

Tracy _____

Harbo _____

Belmont _____

Mohr _____

Tele. Room _____

Nease _____

Gandy _____

Wood/mac

I expect to depart from Washington early on the morning of July 16, 1951, and can be reached that evening in care of Western Union, Sylvania, Georgia. The next day I will proceed to the Collonades, Palm Beach Shores, Palm Beach, Florida. I will be at this address approximately ten days to two weeks.

I will be in touch with the Miami Office and will advise it of my plans for returning.

LLL:mer

CC: Movement

ALPHABETICAL

NOT RECORDED
16 JUL 25 1951

noted
mac
F-161
05 JUL 31 1951

noted
mac

TO : MR. LADD
 FROM : SA. S. SANDERS

DATE: January 29, 1951

SUBJECT: MINIMUM STANDARDS FOR THE HANDLING AND TRANSMISSION
 OF CLASSIFIED INFORMATION

Reference is made to memorandum dated January 20, 1951, to Mr. Ladd presenting comments concerning the effect on the Bureau of proposed Minimum Standards for the Handling and Transmission of Classified Information within the Executive Branch of the Government. This memorandum states that the provision "Under no circumstances should 'top secret' material be transmitted by mail or by any means not specified in the preceding paragraph" would not materially affect the Bureau's operations, whereas by further analysis it does appear that the Bureau would have to change its procedures to handle the dissemination of top secret information to its field offices. Although the amount of top secret information sent to the field appears to be very little, this would represent a material difference in the Bureau's operations.

Special Agent S. S. Sanders, who prepared the memorandum of January 20, 1951, states as follows:

"The Bureau, from the beginning of the discussions concerning these minimum standards in 1947, has taken the position that the Bureau's system of handling and transmission of classified information has proved to be superior to that used by the Military Services which is basically the minimum standards approved by ICIS. The Department has been notified of this position on various occasions and the correspondence which has been exchanged with the Department concerning these minimum standards indicated, in my interpretation, that the Bureau would be exempted from compliance with the minimum standards on the basis that the Bureau's system more than meets the level of security required by these minimum standards.

"Based on this interpretation of the correspondence, I prepared various memoranda and letters to the Department."

Section Chief V. P. Keay, who read and approved this memorandum states:

"I read and approved the various letters and memoranda regarding the Bureau's approval of the proposed directive on the basis that the Department had exempted us from the operations of the directive, except in so far as we desired to comply. It is obvious that we should have required the Department to give specific approval for not following provisions of the directive materially

62-90938-148
 0 JUL 17 1951

MEMORANDUM FOR MR. LADD

"affecting the Bureau's work, such as the necessity for transmitting of secret data via messenger-courier or should have objected specifically to their inclusion. I made an error in accepting the premise that we were generally exempted from the operation of the directive and in not seeing to it that the memoranda to the Department were changed to cover this."

Mr. Laughlin and I likewise committed an error in approving this memorandum without realizing that the Bureau was not specifically exempted from the provision in question.

You may be sure that the personnel involved realize the necessity for accuracy and will make every effort to avoid a repetition of such errors.

ADDENDUM: January 29, 1951

The effect that this regulation would have on the Bureau was obviously just missed. There is no excuse and I believe that Agents Saunders, Keay, Laughlin, Belmont, and myself should receive letters of reprimand for this error.

D. M. Ladd

ADDENDUM: January 29, 1951

I, too, missed the significance of the regulation in question and the statement made concerning it in the January 20th memo. There is no excuse for it. I should also be reprimanded.

J. A. Sizoo

OFFICE MEMORANDUM

UNITED STATES GOVERNMENT

TO : MR. D. M. LADD

FROM : Mr. A. H. Belmont

SUBJECT: INQUIRY CONCERNING EMPLOYEES
OF WARD AND PAUL RECEIVED FROM
SENATOR TYDINGS SEPTEMBER 11, 1950

DATE: November 30, 1950

PURPOSE

To furnish information concerning a letter dated September 11, 1951, received from Senator Millard E. Tydings. In his letter Senator Tydings stated, "On 4 April 1949 we requested a security check on several individuals with the firm of Ward & Paul, 1760 Pennsylvania Avenue, N. W., our official reporters who record the Committee hearings and meetings." The Senator thereafter pointed out the Bureau was kind enough to furnish "necessary information on this previous request," and he asked for the same check on two additional individuals. The Senator ended his letter by stating, "It will be greatly appreciated if a similar investigation can be made on these persons and a report furnished to me."

DETAILS

Supervisor Carroll Doyle who prepared the response to Senator Tydings specifically recalls this communication. It was noted that Senator Tydings stated that a previous request was made on April 4, 1949, for a "security check" on certain individuals in the firm of Ward and Paul. In his current request he stated that he would like a "similar investigation" on some additional individuals in the firm of "Ward and Place." It was noted that the firm name was given as "Ward and Paul" and "Ward and Place" on the two occasions when the firm name was used in the Senator's letter. Because of this discrepancy in the spelling of the firm's name and the ambiguity of terminology in "security check" and "similar investigation," Supervisor Doyle discussed this matter with Messrs. J. L. Schmit, F. J. Baumgardner, and L. L. Laughlin as to how the letter should be handled.

Pursuant to instructions issued by Messrs. Schmit, Baumgardner, and Laughlin, Supervisor Doyle requested a check of the Bureau files on "Ward and Paul" and "Ward and Place"

AHB:ecw:kmb

and requested that an effort be made to locate the Senator's letter of April 4, 1949, to determine what action had been taken with respect to the previous request.

No record was found on either of the firms' names nor was Senator Tydings' letter of April 4, 1949, located. (This letter of Senator Tydings has now been located. It is noted that neither the reporting firm of "Ward and Paul" nor Senator Tydings has been indexed.)

In view of the fact that the previous communication of the Senator was not located and no reference was found to the firm of "Ward and Paul" or "Ward and Place," the Senator's request was misinterpreted by the employee concerned as a request for a name check and the request was handled accordingly. Had the reference material been located, the request for investigation would have been presented to the Director for a decision in the matter.

Office Memorandum • UNITED STATES GOVERNMENT

TO : The Director

DATE: November 30, 1950

FROM : D. M. Ladd

SUBJECT:

INQUIRY CONCERNING EMPLOYEES OF
WARD AND PAUL RECEIVED FROM SENATOR
TYDINGS, SENATE ARMED SERVICES COMMITTEE,
SEPTEMBER 11, 1950.

Tolson ✓
Ladd ✓
Clegg
Glavin
Nichols
Rosen
Tracy
Harbo
Mohr
Nease
Gandy

PURPOSE:

Security Division

To answer the Director's inquiry relative to the details concerning the Bureau's failure to conduct an investigation of Ward and Paul Reporting Company employees requested by Senator Tydings on behalf of the Senate Armed Services Committee. To recommend administrative action to be taken against personnel involved.

DETAILS:

Reference is made to the attached memorandum from Mr. Mohr to Mr. Tolson, setting forth the inquiry made on November 28, 1950, by Mr. Herbert Adkins of the Senate Armed Services Committee, concerning a letter dated September 11, 1950, requesting the Bureau to conduct investigations of Karl F. Veley and Robert G. Cantor.

By letter dated September 11, 1950 (which is attached) over the signature of Senator Tydings on the stationery of the Senate Armed Services Committee, the Bureau was referred to a previous request for a "security check" made on April 4, 1949, on several individuals with the firm of Ward and Paul, a local reporting company. The Bureau was requested in the September 11, 1950, letter to make the same check on two additional individuals, namely Karl F. Veley and Robert G. Cantor. The September 11, 1950, letter said that the Bureau had been kind enough to furnish the necessary information on the previous request. The letter then ended, "It will be greatly appreciated if a similar investigation can be made on these persons and a report furnished to me."

By letter dated September 19, 1950, the Bureau replied to Senator Tydings' letter on the basis of a name check on the two people involved, pointing out that there was no information concerning Karl F. Veley in the Bureau's files and that there was no identifiable information concerning Robert G. Cantor.

(No info received)
Attachment

EHW:FMJ

DEC 14 1950

14

Edw

[L.L. Laughlin]

EXPLANATION GIVEN BY THE SECURITY DIVISION

The following explanation as to the handling of the above request on the basis of a name check rather than on an investigation basis has been given by the Security Division:

Supervisor Carroll ~~X~~ Doyle who prepared the response to Senator Tydings, specifically recalls this communication. It was noted that Senator Tydings stated that a previous request was made on April 4, 1949, for a "security check" on certain individuals in the firm of Ward and Paul. In his current request he stated that he would like a "similar investigation" on some additional individuals in the firm of "Ward and Place." It was noted that the firm name was given as "Ward and Paul" and "Ward and Place" on the two occasions when the firm name was used in the Senator's letter. Because of this discrepancy in the spelling of the firm's name and the ambiguity of terminology in "security check" and "similar investigation", Supervisor Doyle discussed this matter with Messrs. J. L. Schmit, F. J. Baumgardner, and L. L. Laughlin as to how the letter should be handled.

Pursuant to instructions issued by Messrs. Schmit, Baumgardner, and Laughlin, Supervisor Doyle requested a check of the Bureau files on "Ward and Paul" and "Ward and Place" and requested that an effort be made to locate the Senator's letter of April 4, 1949, to determine what action had been taken with respect to the previous request.

No record was found on either of the firms' names nor was Senator Tydings' letter of April 4, 1949, located. (This letter of Senator Tydings has now been located and is attached. It is noted that neither the reporting firm of "Ward and Paul" nor Senator Tydings has been indexed.)

In view of the fact that the previous communication of the Senator was not located and no reference was found to the firm of "Ward and Paul" or "Ward and Place", the Senator's request was misinterpreted by the employees concerned as a request for a name check and the request was handled accordingly. Had the reference material been located, the request for investigation would have been presented to the Director for a decision in the matter.

The letter in question was initialled in the Security Division by Special Agents Carroll Doyle, J. L. ~~X~~ Schmit, F. J. ~~X~~ Baumgardner, and Inspector ~~X~~ Laughlin. It was then initialled by Supervisor ~~X~~ Winterrowd in my office and subsequently by Inspector Mohr. E.H. ~~X~~

EXPLANATION OF MESSRS. MOHR AND WINTERROWD

Inspector Mohr and Supervisor Winterrowd have advised that they read and initialled the outgoing letter to Senator Tydings on the basis that it was a negative name check. They both have advised that had the incoming letter from Senator Tydings dated September 11, 1950, been more carefully read, they would have observed the ambiguity in the letter which refers to a "security check" and then at the end a request for a "similar investigation". If the incoming letter had been read more carefully and the ambiguity observed, the action which was taken could have been stopped and a further inquiry could have been made as to whether an investigation of the two reporters would have been undertaken.

RECOMMENDATION:

1. While the supervisors in the Security Division who handled this matter did make an effort to locate the letter of reference, namely the April 4, 1949, letter, with negative results, there is every indication on the face of the letter from Senator Tydings dated September 11, 1950, that a previous letter involving a request of the Armed Services Committee had been received by the Bureau. It is believed that further efforts should have been made to locate the April 4, 1949, letter from Senator Tydings to determine what action the Bureau had taken and, therefore, it is recommended that letters of censure be directed to Special Agents Doyle, Schmit, Baumgardner, and also to Inspector Laughlin.

J.P. X 2. Inasmuch as Supervisor Winterrowd and Inspector Mohr did not carefully read the incoming letter of September 11, 1950, from Senator Tydings and observed the ambiguity, it is recommended that letters of censure be directed to both.

3. It is recommended that the X Records Section submit an explanation as to why the letter of April 4, 1949, was not located when so requested by the Security Division.

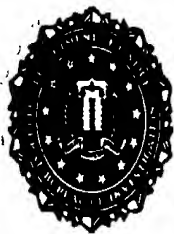
ACTION TAKEN RE INSTITUTING INVESTIGATIONS

The Washington Field Division has been instructed to immediately institute the necessary investigations of the two above-named reporters and submit the results to the Bureau within ten days.

*I agree - I
should have
caught this.*

- 3 -

11/30/50



United States Department of Justice
Federal Bureau of Investigation

Washington, D. C.

February 20, 1951



Director
Federal Bureau of Investigation
United States Department of Justice
Washington, D. C.

Dear Sir:

For inclusion in the fund to be paid to the designated beneficiary of any Special Agent of the FBI who has previously contributed to this fund and who dies from any cause except self-destruction while employed as a Special Agent, I am forwarding herewith ⁹⁷ ~~CHECK~~ ~~MONEY-ORDER~~ the sum of \$10, payable to the Chief Clerk of the FBI, to be included in said fund. Payment will be made for death by self-destruction after the Agent has been a member of the fund for two years. It is understood and agreed that the sum tendered herewith is a voluntary, gratuitous contribution to said fund which I understand is to be administered in the following manner.

The Director of the FBI will appoint a committee which shall consider all matters pertaining to the acquisition, safe keeping and expending of said fund, which committee will recommend appropriate action to the Director in pertinent matters. The Chief Clerk of the FBI shall receive all contributions and account for same to the Director. Upon the death of any Special Agent who is a member of said fund the appointed committee will consider the case and submit a recommendation to the Director as to its conclusions. Appropriate instructions will then be issued to the Chief Clerk, directing him to pay to the designated beneficiary the sum of \$10,000. The following person is designated as my beneficiary for FBI Agents' Insurance Fund:

Name Mrs. Leo L. (Mary E.) Laughlin Relationship Wife Date Feb. 20, 1951

Address 2331 24th Street, S. E., Washington 20, D. C.

The following person is designated as my beneficiary under the Chas. S. Ross Fund providing \$1500 death benefit to beneficiary of agents killed in line of duty.

Name Mrs. Leo L. (Mary E.) Laughlin Relationship Wife Date Feb. 20, 1951

Address 2331 - 24th Street, S. E., Washington 20, D. C.

Very truly yours,

Leo L. Laughlin
Special Agent

ack
MAR 1 1951
JM

3

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. TOLSON

DATE: 1/10/51

FROM : J. P. MOHR

SUBJECT: INSPECTORS

Training and Inspection Division

Reference is made to the attached memorandum dated December 22, 1950, from Mr. H. L. Edwards to Mr. Glavin, which recommends that Special Agent Gerald C. Gearty of the Training and Inspection Division be reallocated to Grade GS-14, \$8800 per annum in view of the fact that Mr. Gearty is performing inspection duties in the Training and Inspection Division.

You inquired concerning how many Inspectors we have at the present time with their grade and salaries and their assignments. The following individuals carry the rating of Inspector and they are all in Grade GS-14:

A. H. Belmont
 W. P. Callahan
 G. C. Callen
 J. A. Carlson
 J. S. Egan
 V. P. Keay
 L. L. Laughlin
 H. B. Long
 J. J. McGuire
 F. H. McIntire
 K. B. McIntire
 J. P. Mohr
 T. E. Naughten
 G. A. Nease
 L. R. Pennington
 J. S. Rogers
 Quinn Tamm

Security Division
 Administrative Division
 Investigative Division
 Training and Inspection Division
 Training and Inspection Division
 Security Division
 Security Division
 Training and Inspection Division
 Records and Communications Division
 Training and Inspection Division
 Training and Inspection Division
 Mr. Tolson's Office
 Training and Inspection Division
 Director's Office
 Investigative Division
 Training and Inspection Division
 Identification Division

Of the foregoing, Messrs. Carlson, Long and Naughten are engaged in full-time inspection duties. Mr. Connelley also conducts some field inspections when he is not on special assignment. Mr. Harbo has also assisted the Training Division during the past calendar year in conducting some inspections.

Messrs. B. C. Brown and G. C. Gearty, both of whom are presently in Grade GS-13, are doing the same type of inspection work in the Training and Inspection Division as Messrs. Long and Carlson. As indicated in the attached memorandum, Mr. Gearty has now qualified as a full-time field Inspector and I feel he should be reallocated to Grade GS-14 at this time. The only other individual who will be promoted to this grade for inspection work is Mr. B. C. Brown and the

67-80006-979

Training and Inspection Division is presently giving consideration to his promotion in the near future after an opportunity has been given to review his most recent field inspection.

It will be observed, therefore, that the only two employees who will be involved in such a promotion program are Messrs. G. C. Gearty and B. C. Brown. Under the circumstances, I recommend that Mr. Gearty, who has now qualified as a full-time field Inspector, be reallocated at this time to Grade GS-14, \$8800 per annum.

I concur

[Signature]

1-10

←

I am not going to approve any more, unless the individuals to be given such a grade are willing & desirable of traveling & willing to accept full business of Inspectors. If Gearty & Brown so understand, they advise me. Also check should be made with Carlson, Egan, Long, F. W. McIntire, K. R. McIntire, Naughton & Rogers to find out their attitudes. We are getting bogged down with GS-14 Inspectors who are not available.

*7-10-60
J. C. Brown*

LEO L. LAUGHLIN

INSPECTOR

NUMBER ONE MAN, FRONT OFFICE, SECURITY DIVISION

ENTERED ON DUTY: DECEMBER 2, 1935

GRADE AND SALARY: GS-14; \$9400.

OFFICE PREFERENCE: (1) No preference (2) _____

INSPECTOR BELMONT:

Mr. Laughlin is Number One Man in the Security Division. He makes a splendid personal appearance, has a quick intelligence which grasps problems readily and enables him to handle a large volume of work. He has a thorough knowledge of Bureau policies, is a hard worker and handles first things first. His judgment is definitely above average and he has the ability to direct the activities of others. He is considered highly capable and is rated as Excellent.

INSPECTOR HARBO:

Mr. Laughlin has served as the Number One Man of the Security Division for several years. He is above average in appearance and personality. He is intelligent and alert and handles matters with dispatch. Mr. Laughlin impressed me as conscientious, loyal, a hard worker, and as well qualified for his assignment.

25
A 2 JAN 5 1951

Inspection Report
Security Division
Inspector R. T. Harbo
November 17, 1950

RECEIVED

3
JAN 5 1951

**FEDERAL BUREAU OF INVESTIGATION
UNITED STATES DEPARTMENT OF JUSTICE**

REPORT OF PERFORMANCE RATING

Name of Employee: LEO L. LAUGHLIN ✓ *[Signature]*
527910

Where Assigned: SECURITY INVESTIGATIVE FRONT OFFICE
(Division) (Section, Unit)

Payroll Title: INSPECTOR GS-14; \$9400.

Rating Period: from 4-1-51 April 27, 1950 to March 31, 1951

ADJECTIVE RATING: SATISFACTORY
Outstanding, Satisfactory, Unsatisfactory

Employee's
Initials

[Signature]

Rated by: *[Signature]* Inspector April 1, 1951
Signature Title Date

Reviewed by: *[Signature]* Assistant to Director April 1, 1951
Signature Title Date

Rating approved by: *[Signature]* Assistant Director,
Federal Bureau of Investigation MAY 31 1951
Signature Title Date

15 JUN 12 1951 67

248

() Official
(X) Annual

() Administrative
() 60-day
() Transfer
() Separation from service
() Special

[Signature]

NARRATIVE COMMENTS

Note: The regulations require that OUTSTANDING ratings be supported by a statement in writing setting forth IN DETAIL the performance IN EVERY ASPECT and the REASONS for considering each worthy of SPECIAL COMMENDATION. UNSATISFACTORY ratings must be supported by a statement in writing stating (1) WHEREIN the performance is unsatisfactory, (2) the facts of the (90 day) PRIOR WARNING, and (3) the efforts made AFTER THE WARNING TO HELP the employee bring his performance up to a satisfactory level.

REC'D
PERSONNEL UNIT
JUN 1 4 28 PM '51
FBI
U.S. DEPT. OF JUSTICE

PERFORMANCE RATING GUIDE FOR INVESTIGATIVE PERSONNEL

(For use as attachment to Performance Rating Form No. FD-185)

Name of Employee LEO L. LAUGHLINTitle INSPECTOR
NO. #1 MANRating Period: from 4/27/50 to 3/31/51

RATING GUIDE AND CHECK-LIST

Note: Only those items having pertinent bearing on employee's performance should be rated. All employees in same salary grade should be compared. Rate items as follows:

- + Outstanding (exceeding excellent and deserving special commendation).
✓ Satisfactory (ranging from good to excellent but not sufficient to rate outstanding).
- Unsatisfactory.
0 No opportunity to appraise performance during rating period.

Guide for determining adjective rating:

An 'Outstanding' rating cannot be justified unless all elements rated are 'plus', and in addition, of course, supporting comments must comply with the requirements as set out below.

So far as 'Satisfactory' and 'Unsatisfactory' ratings are concerned, it is impossible to provide a mechanical formula for computing the various 'plus', 'check', and 'minus' marks because such would presume equal weight for all elements rated. Good judgment must be exercised to insure that the adjective rating is reasonable in the light of the elements rated. All minus marks must be supported by narrative detail, and of course, all 'Unsatisfactory' ratings must comply with the requirements as set out below.

- | | |
|---|--|
| <u>+</u> (1) Personal appearance. | <u>✓</u> (27) Firearms ability. |
| <u>+</u> (2) Personality and effectiveness of his personal contacts. | <u>✓</u> (18) Development of informants and sources of information. |
| <u>+</u> (3) Attitude (including dependability, cooperativeness, loyalty, enthusiasm, amenability and willingness to equitably share work load). | <u>+</u> (19) Reporting ability: |
| <u>+</u> (4) Physical fitness (including health, energy, stamina). | <u>0</u> (a) Investigative reports |
| <u>+</u> (5) Resourcefulness and ingenuity. | <u>0</u> (b) Summary reports |
| <u>+</u> (6) Forcefulness and aggressiveness as required. | <u>+</u> (c) Memos, letters, wires |
| <u>+</u> (7) Judgment, including common sense, ability to arrive at proper conclusions; ability to define objectives. | (Consider: <u> </u> conciseness; <u> </u> clarity; <u> </u> organization; <u> </u> thoroughness; <u> </u> accuracy; <u> </u> adequacy and pertinency of leads; <u> </u> administrative detail) |
| <u>+</u> (8) Initiative and the taking of appropriate action on own responsibility. | <u>✓</u> (20) Performance as a witness. |
| <u>+</u> (9) Planning ability and its application to the work. | <u>✓</u> (21) Executive ability: |
| <u>✓</u> (10) Accuracy and attention to pertinent detail. | <u>+</u> (a) Leadership |
| <u>+</u> (11) Industry, including energetic consistent application to duties. | <u>+</u> (b) Ability to handle personnel |
| <u>+</u> (12) Productivity, including amount of acceptable work produced and rate of progress on or completion of assignments. Also consider adherence to deadlines unless failure to meet is attributable to causes beyond employee's control. | <u>+</u> (c) Planning |
| <u>+</u> (13) Knowledge of duties, instructions, rules and regulations, including readiness of comprehension and 'know how' of application. | <u>+</u> (d) Making decisions |
| <u>✓</u> (14) Technical or mechanical skills. | <u>+</u> (e) Assignment of work |
| <u>+</u> (15) Investigative ability and results: | <u>✓</u> (f) Training subordinates |
| <u>+</u> (a) Internal security cases | <u>+</u> (g) Devising procedures |
| <u>0</u> (b) Criminal or general investigative cases | <u>+</u> (h) Emotional stability |
| <u>0</u> (c) Fugitive cases | <u>+</u> (i) Promoting high morale |
| <u>0</u> (d) Applicant cases | <u>+</u> (j) Getting results |
| <u>✓</u> (16) Physical surveillance ability. | <u>✓</u> (22) Ability on raids and dangerous assignments: |
| | <u> </u> (a) As leader |
| | <u> </u> (b) As participant |
| | <u>+</u> (23) Organizational interest, such as making of suggestions for improvement. |
| | <u>+</u> (24) Ability to work under pressure. |
| | <u> </u> (25) Miscellaneous. Specify and rate: |
| | <u>+</u> <u>Capability for additional responsibility</u> |

A. Specify general nature of assignment during most of rating period (such as security, criminal, applicant squad, or as resident Agent, supervisor, instructor, etc.): Desk Man - Number One Man, Security Division,

B. Specify employee's most noteworthy special talents (such as investigator, desk man, research, instructor, speaker): Desk man; speaker

- C. (1) Is employee available for general assignment wherever needs of service require? Yes (If answer is not 'yes', explain in narrative comments.)
 (2) Is employee available for special assignment wherever needs of service require? Yes (If answer is not 'yes', explain in narrative comments.)

D. Has employee had any abnormal sick leave record during rating period? No (If so, explain in narrative comments.)

ADJECTIVE RATING : SATISFACTORY
 Outstanding, Satisfactory, Unsatisfactory

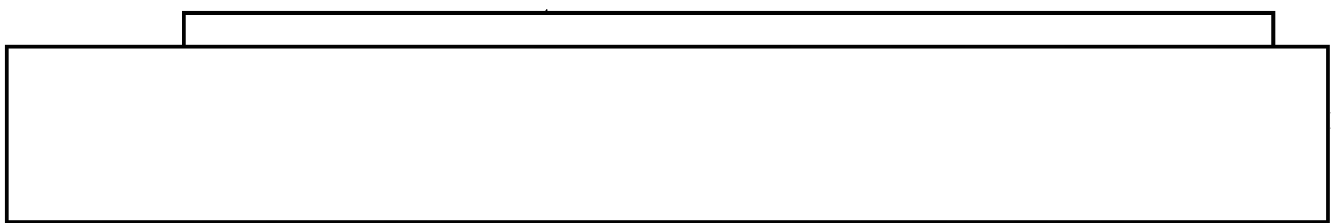
ANNUAL REPORT

RE: LEO L. LAUGHLIN
INSPECTOR
NUMBER ONE MAN
SECURITY DIVISION

Inspector Laughlin has served as Number One Man in the Security Division during the entire rating period. In this position he directly supervises the Internal Security, Loyalty and Correlation-Liaison Sections, and in the absence of the Inspector in Charge, runs the entire Division. In both capacities, Mr. Laughlin has shown a high degree of efficiency in handling and administering problems arising within the Division.

Mr. Laughlin makes a splendid personal appearance, has the ability to direct personnel and to set a proper example to the personnel of the Division. He has a thorough understanding of Bureau policy and because of this and his quick intelligence, is able to readily analyze problems coming before him. He is particularly effective on contact work and is capable of representing the Bureau effectively in dealing with high officials outside the Bureau and also in effectively representing the Bureau on matters of a delicate nature.

Mr. Laughlin is a hard worker and has the ability to detect and correct errors of policy in the work flowing across his desk. This is a valuable asset.



b7D

Inspector Laughlin is a highly efficient, capable Bureau representative who is constantly looking out for the Bureau's interests and is fully qualified to handle his present position. He is capable of further advancement. He is rated SATISFACTORY.

L

May 18, 1951

~~PERSONAL AND CONFIDENTIAL~~

Mr. Leo L. Laughlin
Federal Bureau of Investigation
Washington, D. C.

Dear Mr. Laughlin:

The Bureau is in receipt of the report of the physical examination afforded you at the United States Naval Hospital, Bethesda, Maryland, on March 30, 1951.

This report reflects that you have no disqualifying physical defects.

The 14 x 17 chest x-ray afforded you in this connection revealed no evidence of active pulmonary disease and your blood sedimentation rate was found to be normal.

For your further information, the electrocardiogram was within normal limits.

The Board of Examining Physicians of the United States Naval Hospital reports that you are capable of performing strenuous physical exertion and have no physical defects that would interfere with your participation in raids or other work involving the practical use of firearms.

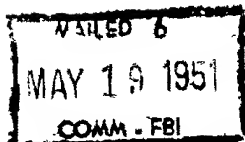
Sincerely yours,

J. Edgar Hoover

John Edgar Hoover
Director

CC: Mr. H. H. Belmont (P & O)

HLE:tok



Tolson
Ladd
Clegg
Glavin
Nichols
Rosen
Tracy
Harbo
Belmont
Mohr
Tele. Room
Nease
Gandy

U.S. DEPT. OF JUSTICE
FBI
RECEIVED - DIRECTOR

U.S. DEPT. OF JUSTICE
FBI
RECEIVED - MAY 19 1951

MAY 18 7 40 PM '51
RECEIVED READING ROOM
FBI
U.S. DEPT. OF JUSTICE

RECEIVED DIRECTOR
FBI
U.S. DEPT. OF JUSTICE

COPY:ESR

OFFICE MEMORANDUM

*

UNITED STATES GOVERNMENT

TO : MR. TOLSON

DATE: June 2, 1951

FROM : L. B. NICHOLS

SUBJECT:

With reference to the March of Time television program, I have given considerable thought to this and if it is desired to go ahead, utilizing a Bureau representative, I would like to suggest two possibilities:

1. Leo Laughlin
2. Edward Kemper

I think both Laughlin and Kemper would do a good job; both make a good appearance. Kemper is assigned to the Crime Records Section. He is one of our best tour leaders. He has good presence. However, I put Laughlin's name first because of the fact that he is in the Security Division and I think that by working out a routine in advance a very creditable job could be done.

cc: Mr. Jones

LBN:hmc

32 AUG 22 1951

249

132

John Edgar Hoover
Director

November 9, 1951

74200 J. Edgar Hoover

MEMORANDUM FOR MR. TOLSON

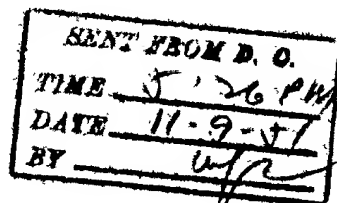
On November 6, 1951, Inspector Leo L. Laughlin called to see me as he wished to bring to my attention a personal matter which had given him some concern in that in the new setup for the Domestic Intelligence Division, Mr. Hennrich had been designated to serve in the absence of Mr. Laughlin and that he, Mr. Laughlin, would no longer attend the Executives Conference in the absence of Mr. Belmont. I told Mr. Laughlin that I did not understand that such a setup had been approved but that I would check into it. I told Mr. Laughlin it had been my understanding that in Mr. Belmont's absence, either Mr. Laughlin or Mr. Hennrich would be called upon to serve in Mr. Belmont's place, depending upon which one was available.

I later spoke to Mr. Tolson about this matter and had corrected the misunderstanding which had occurred concerning it.

Very truly yours,

J E H

John Edgar Hoover
Director



JEH:mpd

35 DEC 5 1951

1250

RECEIPT FOR GOVERNMENT PROPERTY
FEDERAL BUREAU OF INVESTIGATION
UNITED STATES DEPARTMENT OF JUSTICE

CC-5a

10-20-51

returned

I certify that I have ~~received~~ the following Government property for official use:

~~received~~

Seat of Government Building Pass #B-7159

Identification B dge

ALPHABETICAL

NOT RECORDED

12 OCT 23 1951

READ

The Government property which you hereby acknowledge is charged to you and you are responsible for taking care of it and returning it when its use has been completed. DO NOT MARK OR WRITE ON IT OR MUTILATE IT IN ANY WAY.

Fm

FILE
WRG
RIP
FEB

Very truly yours,

Leo L. Laughlin / *man*
Leo L. Laughlin, ~~SA~~ SA

Office Memorandum • UNITED STATES GOVERNMENT

TO : THE DIRECTOR

DATE: 1/5/52

FROM : CLYDE TOLSON

SUBJECT: LEO L. LAUGHLIN
 Inspector in Charge
 Correlation Section
 Domestic Intelligence Division
 REALLOCATION

Tolson _____
 Ladd _____
 Nichols _____
 Rosen _____
 Tracy _____
 Harbo _____
 Alden _____
 Belmont _____
 Laughlin _____
 Mohr _____
 Tele. Room _____
 Nease _____
 Gandy _____

Measured 61

Mr. Laughlin is presently in Grade GS-14, \$10,400 per annum. In the absence of Mr. Belmont, Messrs. Laughlin and Hennrich alternate on Mr. Belmont's desk depending upon which one is available. I feel that Mr. Laughlin's position is of such importance to the Bureau and its work that it should be properly allocated to Grade GS-15.

There is attached a permanent brief of Mr. Laughlin's file which reflects he entered on duty on December 2, 1935 as a Special Agent. He is 41, married and has three children. He is a legal resident of Girardville, Pennsylvania and he has no office of preference. He has Bachelor of Arts and Laws Degrees. He has had extensive experience in the Bureau's service, having served as an ASAC, as an SAC and in responsible supervisory positions at the Seat of Government. He has been assigned to the Domestic Intelligence Division since May 28, 1947.

RECOMMENDATION

I recommend that Mr. Laughlin be reallocated to Grade GS-15, \$10,800 per annum.

CT:DW

*Letter to employee
 Advise (promotion)
 1/9/52
 J. W. [signature]*

*OK
 H.
 [signature]
 1-9-52*

RECORDED-5

58420-251

SEARCHED _____
 SERIALIZED _____
 INDEXED _____
 FILED _____
 16 JAN 11 1952
 FBI - NEW YORK
 SEC 10

*File
 [signature]*

69 JAN 16 1952

1. Agency and organizational designations U.S. Department of Justice Federal Bureau of Investigation		2. Pay roll place	3. Block No.	4. Slip No. 5719
5. Employee's name (and social security account number when appropriate) MR. LEO L. LAUGHLIN SA		6. Grade and salary GS 14 \$9400		

PAY ROLL CHANGE DATA

	BASE PAY	OVERTIME		GROSS PAY	RET.	TAX	BOND	F. I. C. A.		NET PAY
7. Previous normal										
8. New normal										
9. Pay this period										

10. Remarks:	11. Appropriation(s) 79 SEP 7 1951	12. Prepared by
		13. Audited by

<input checked="" type="checkbox"/> Periodic step-increase <input type="checkbox"/> Pay adjustment <input type="checkbox"/> Other step-increase				
14. Effective date 9-30-51	15. Date last equivalent increase 4-2-50	16. Old salary rate \$9400	17. New salary rate \$9600	18. Performance rating is satisfactory or better. (Signature or other authentication)
19. LWOP data (Fill in appropriate spaces covering LWOP during following periods): Period(s):			(Check applicable box in case of excess LWOP) <input type="checkbox"/> In pay status at end of waiting period. <input type="checkbox"/> In LWOP status at end of waiting period.	
<input checked="" type="checkbox"/> No excess LWOP. Total excess LWOP			H:lc Initials of Clerk	

STANDARD FORM NO. 1126d-Revised
Form prescribed by Comp. Gen., U. S.
Nov. 8, 1950, General Regulations No. 102

PAY ROLL CHANGE SLIP—PERSONNEL COPY

U. S. DEPARTMENT OF JUSTICE
FEDERAL BUREAU OF INVESTIGATION
WASHINGTON 25, D. C.

FORM APPROVED
BUDGET BUREAU NO. 50-R064

Prepared by: *gpc*
Checked by: *gpc*
Filed by: *gpc*

NOTIFICATION OF PERSONNEL ACTION

1. NAME (MR. - MISS - MRS. - FIRST - MIDDLE INITIAL - LAST) MR. LEO L. LAUGHLIN		2. DATE OF BIRTH 9-10-10	3. JOURNAL OR ACTION NO. F.B.I. 15148 15148	4. DATE 1-5-52																				
This is to notify you of the following action affecting your employment:																								
5. NATURE OF ACTION (USE STANDARD TERMINOLOGY) PROMOTION		6. EFFECTIVE DATE 1-6-52	7. CIVIL SERVICE OR OTHER LEGAL AUTHORITY Schedule A Part 6.102 (E)																					
FROM		TO																						
2 Inspector GS 14 \$10,400 per annum		GS 15 \$10,800 per annum																						
8. POSITION TITLE		9. SERVICE, GRADE, SALARY																						
10. ORGANIZATIONAL DESIGNATIONS		11. HEADQUARTERS																						
12. FIELD OR DEPT'L		12. FIELD OR DEPT'L																						
<input type="checkbox"/> FIELD <input type="checkbox"/> DEPARTMENTAL		<input checked="" type="checkbox"/> FIELD <input type="checkbox"/> DEPARTMENTAL																						
13. VETERAN'S PREFERENCE		14. POSITION CLASSIFICATION ACTION																						
<table border="1"><tr><td>NONE</td><td>5 PT.</td><td>10 POINT</td><td>WWII</td><td>WWI</td><td>OTHER</td></tr><tr><td></td><td></td><td>DISAB. WIFE WIDOW</td><td></td><td></td><td></td></tr></table>		NONE	5 PT.	10 POINT	WWII	WWI	OTHER			DISAB. WIFE WIDOW				<table border="1"><tr><td>NEW</td><td>VICE</td><td>I. A.</td><td>REAL.</td></tr><tr><td></td><td></td><td></td><td></td></tr></table> Agree to. Gurnea - removed from rolls cd 8-19-50 (died)			NEW	VICE	I. A.	REAL.				
NONE	5 PT.	10 POINT	WWII	WWI	OTHER																			
		DISAB. WIFE WIDOW																						
NEW	VICE	I. A.	REAL.																					
15. SEX	16. RACE	17. APPROPRIATION S. & E., FBI		18. SUBJECT TO C. S. RETIREMENT ACT (YES-NO)																				
		FROM: TO:		19. DATE OF OATH (ACCESSIONS ONLY)																				
				20. LEGAL RESIDENCE																				
REMARKS																								
<p>This promotion is temporary in accordance with Public Law 403, approved 9-21-50. The general provisions of the Universal Military Training and Service Act of 1951 have been complied with.</p> <p>The classification and grade of this position is subject to post-audit and correction pursuant to Section 1310 of the Supplemental Appropriation Act, 1952 - Public Law 453, approved 11-1-51.</p> <p>From changed to perm action eff. 9-11-54 - P.I. 763</p>																								
SIGNATURE OR OTHER AUTHENTICATION																								

8. FILE

Office Memorandum • UNITED STATES GOVERNMENT

TO : THE DIRECTOR
FROM : CLYDE TOLSON
SUBJECT: ORGANIZATIONAL SETUP
DOMESTIC INTELLIGENCE DIVISION

DATE: 10/23/53

I have reviewed the organizational setup proposed for the Domestic Intelligence Division and I would like to recommend it be organized in the following manner, which is also indicated on the chart attached:

1. Mr. Belmont as the Assistant Director to attend the Executive Conference.
2. Special Agent Supervisor William V. Cleveland as #1 Man to Mr. Belmont to act in the same capacity as Special Agent Supervisor George Scatterday in Mr. Ladd's Office.
3. Mr. Carl E. Hennrich to be designated as Inspector in Charge of the Security Section and to act on Mr. Belmont's desk in his absence and also attend the Executive Conference in the absence of Mr. Belmont. *Also Mr. Baumgardner*
4. Special Agent Supervisor William A. Branigan to be designated as Chief of the Espionage Unit and to act on Mr. Hennrich's desk during his absence. *Also Mr. Keay*
5. Mr. Leo L. Laughlin to continue as Inspector in Charge of the Correlation Section and in his absence Mr. G. H. Stanley, Chief of the Loyalty Unit, to act on his desk.

In the event you agree with these recommendations they will be placed into effect immediately.

L.L. LAUGHLIN

CT:DW

*Let Hennrich
also change in designation
11-2-53
Ladd*

*OK. Note either Baumgardner
or Branigan may be used
on Hennrich's desk & either
Keay or Stanley on Laughlin's
desk.*

149000-1388

RECORDED - 13

*49
JRM*

October 3, 1951

DOMESTIC INTELLIGENCE DIVISION

A. H. BELMONT - Assistant Director
✓ W. V. CLEVELAND - #1 Man

✓ Security Section

C. E. Hennrich - Inspector

Correlation Section

✓ L. L. Laughlin - Inspector

<u>Espionage Unit</u>	<u>Internal Security Unit</u>	<u>Loyalty Unit</u>	✓ <u>Correlation Liaison Unit</u>
✓ W. A. Branigan Chief	✓ F. J. Baumgardner Chief	✓ C. H. Stanley Chief	V. P. Keay Chief
50 Supervisors	42 Supervisors	28 Supervisors	42 Supervisors
27 Stenographers	24 Stenographers	19 Stenographers	13 Stenographers
6 Typists	3 Typists	9 Typists	12 Typists
3 Clerks	28 Clerks	19 Clerks	58 Clerks
117 Total	98 Total	76 Total	126 Total

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. A. H. BELMONT

DATE: December 27, 1951

FROM : L. L. Laughlin

SUBJECT: LEO L. LAUGHLIN
ANNUAL LEAVE

Tolson	_____
Ladd	_____
Clegg	_____
Glavin	_____
Nichols	_____
Rosen	_____
Tracy	_____
Harbo	_____
Belmont	_____
Mohr	_____
Tele. Room	_____
Nease	_____
Gandy	_____

This is to advise that I intend to leave Washington, D.C. tomorrow morning for South Orange, New Jersey. I will be at 478 Prospect Street, South Orange, New Jersey, in care of D. J. Galligan from tomorrow afternoon until December 31 when I will return to my residence in Washington. The telephone number in South Orange, New Jersey, is South Orange 2-7579.

LLL:TD

ALPHABETICAL

NOT RECORDED
11 JAN 11 1952

noted
mac
62 JAN 14 1952
6321

3
wps
rsw
mac

January 9, 1952

Mr. Leo L. Laughlin
Federal Bureau of Investigation
Washington, D. C.

Dear Mr. Laughlin:

I am indeed pleased to advise you that you have been recommended for promotion from the position of Inspector, \$10,400 per annum in Grade GS 14, to the position of Inspector, \$10,800 per annum in Grade GS 15, effective January 6, 1952.

For your information this promotion is temporary in accordance with Public Law #843, approved September 27, 1950.

Sincerely yours,

J. Edgar Hoover

John Edgar Hoover
Director

CC: Mr. Belmont (PERSONAL ATTENTION)
Mr. J. E. Edwards
Movement Section

JAN 9 3 05 PM '52
S. DEPT. OF JUSTICE
252

Nelson
Ladd
Nichols
Belmont
Clegg
Glavin
Harbo
Rosen
Tracy
Mohr
Tele. Rm.
Nease
Gandy

JW/bc
67-58420

JAN 9 - 1952
COMM-FBI

RECORDED - 17
JAN 9 2 28 PM '52

Handwritten signatures and initials

89 JAN 16 1952

RECEIPT FOR GOVERNMENT PROPERTY
FEDERAL BUREAU OF INVESTIGATION
UNITED STATES DEPARTMENT OF JUSTICE

CC-5a

1-31-52

for
I certify that I have received the following Government property for official use:
~~returned~~

SUPERVISOR'S MANUAL # 309
(issued Jan. 2, 1952)

RETURNED

SUPERVISOR'S MANUAL # 309 ✓
(issued Aug. 21, 1950)

ALPHABETICAL

NOT RECORDED

13 MAR 5 1952

READ

The Government property which you hereby acknowledge is charged to you and you are responsible for taking care of it and returning it when its use has been completed. DO NOT MARK OR WRITE ON IT OR MUTILATE

IT IN ANY WAY.
MAR 10 1952

F226

FILE
WRG

PER. EL
Very truly yours,

L. L. Laughlin
L. L. Laughlin, SA

February 1, 1952

Mr. Leo J. Laughlin
Federal Bureau of Investigation
Washington, D. C.

Dear Mr. Laughlin:

My attention has been called to a document recently prepared in the Domestic Intelligence Division and approved by you which contained several mistakes consisting of misspelled words and typographical errors. The document prepared in this instance was disseminated to important government officials and the errors appearing therein were such as to create a most unsatisfactory impression upon anyone having occasion to review this particular work.

You undoubtedly appreciate the importance of making sure that material of this nature which is disseminated to agencies outside the Bureau is prepared in a manner so that it will be absolutely correct in every respect insofar as possible and will reflect favorably on the Bureau. In this instance, sufficient care was obviously not afforded to the proofreading and review of this document after it was prepared and this resulted in the dissemination of a document which definitely did not meet Bureau standards.

It is expected that prior to clearing material of this type in the future, you will make sure that it meets the necessary standards in every respect. Should there be a recurrence of a situation such as this, it may be necessary to take further administrative action.

Very truly yours,

J. Edgar Hoover

John Edgar Hoover
Director

CC: Mr. Belmont

FDH:etw

COMM - FBI
FEB 1 1952
MAILED 24

Tolson
Ladd
Nichols
Belmont
Clegg
Glavin
Harbo
Rosen
Tracy
Mohr
Tele. Rm.
Nease
Gandy

RECEIVED READING ROOM
FEB 1 1952
47 PM '52

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. A. H. BELMONT

DATE: January 25, 1952

FROM : MR. L. L. LAUGHLIN

SUBJECT: BACKGROUND:

DOMESTIC-Intelligence-DIV

Pursuant to Mr. Ladd's instructions, I have looked into the preparation of the attached work entitled

dated December, 1951, which was prepared by Supervisor J. J. Ward.

THE DOCUMENT:

The work contains the following misspelled words:

- || Page 7, paragraph 4, line 1:
accurately should be accurately
- || Page 11, paragraph 1, lines 8 and 9:
Streptomycin should be streptomycin
terramycin should be terramycin
aureomycin should be aureomycin
cloromyciden should be chloromycetin

|| In addition, on this same page and paragraph the word antibiotics, hyphenated when it should not be, is used twice.

|| It is further noted that on several pages (pages 1, 11, 13, 18, 20 and 23) the printing is poor in that the letters in certain words are poorly inked.

RESPONSIBILITY FOR REPARATION OF THE DOCUMENT:

|| Supervisor J. J. Ward prepared this work. He typed it up in rough draft form and turned it over to the head typist in the Correlation-Liaison Unit, assigned the preparation of this work initially to

LLL:mer

Attachment

J. J. Ward
Laughlin
2-1-52
40X

149000-1440

b6
b7C

3 f.c.

L. L. Langflier

⁶
14 FEB 25 1952

[redacted] a typist in that Unit. Because of its length, [redacted] later assigned [redacted] another typist who has since resigned, to assist. I have talked to [redacted] and they both remember this work. Both commented on the request of Supervisor Ward for a superior document. [redacted] stated that Mr. Ward explained that there was no particular rush and that he was willing to sacrifice time for workmanship. [redacted] stated that she recalls typing some of the pages of this work. She pointed out, however, that because other more expedite work intervened she actually completed but a few of the pages. Both she and [redacted] also recall that because of corrections which necessitated retyping, undoubtedly other typists, who could not be now identified, assisted in typing this document up in its final form.

b6
b7C

[redacted] stated that she merely assigns the work to the typists and does not read the typed product except that which she, herself, produces. [redacted] stated that she did read the pages she typed and compared them back against the rough draft.

Mr. Ward has stated that he proofread this entire document and all corrections carefully and regrets exceedingly that he did not detect these errors. Mr. Ward assumes full responsibility for this work in its finished form.

The booklet was prepared in the Mechanical Section of the Bureau by a system known as replimating. According to Mr. Renneberger this is the cheapest, fastest means of direct image reproduction. The original is a chemically treated parchment paper and was typed in the Correlation-Liaison Unit. Because it is a direct image reproduction, the result is the exact duplicate of the original. In other words, if there is a skip, a light touch, an erasure, a faulty carriage or a bad ribbon on the typewriter, or if any foreign substance such as dirt appears on the original replimat, these things will show up on the replimat product.

In connection with the preparation of this particular work, Mr. Ward and Mr. William Browning, who was in charge of its replimating, recalled that considerable difficulty was encountered and that Mr. Ward returned for redoing ten separate pages because they were not acceptable. In addition, Mr. Ward

personally had "touched up" poorly inked letters in the copies of this work which were sent to Admiral Souers of the White House and Mr. James Lay, Executive Secretary of the National Security Council. The fact still remains, however, that certain pages, because some letters were poorly inked, make an unsatisfactory impression. It is noted that the employees in the Mechanical Section, under Mr. Renneberger, do not proofread work sent to them. They merely mechanically reproduce the items.

STEPS TAKEN TO IMPROVE THE PREPARATION OF WORKS OF THIS TYPE:

Since the Domestic Intelligence Division has been responsible for a number of works of this type, we have been aware of the necessity and desirability of improving their appearance. Unit Chief Keay and Supervisor W. C. Sullivan, of the Research Desk, have been conferring with representatives of the Mechanical Section with a view to improving these works, and certain results already have been achieved. For example, new and more appealing cover sheets will appear on future booklets. In addition, pursuant to the suggestion of Messrs. Keay and Sullivan, tape is being purchased and this will be used in binding these works. *none of this will correct misspellings & sloppy preparation. H.*

In addition, Mr. Renneberger has advised that the Mechanical Section has secured better products for direct image reproduction called the duplimat plate and plastic plate. While it is true that both of these products employ the direct image reproduction process as used by the replimat system, nevertheless, the plate used for typing the initial work is superior to the parchment paper used in the replimat system. Mr. Renneberger feels very definitely that the use of these two new products will improve the Bureau's work. An example of the use of one of these new products is the Current Intelligence Summary, a copy of which is attached. In this connection, it is noted that the use of an electric typewriter would be of definite assistance since it produces a smooth, even touch, the pressure of which can be regulated mechanically. In addition, the new IBM electric typewriters have an attachment which will give an even right-hand margin. This would add greatly to the appearance of the product.

Another system used for reproducing is multi-lithing. This is done by photographing the copy of the work to be reproduced, preparing a negative, burning that negative on a zinc

plate, and then running off copies from the plate. It is a photographic offsetting means of reproducing and gives a better result. It is more expensive and takes more time than the direct image process.

RECOMMENDATIONS:

1. That the preparation of future works of this nature which are to be disseminated to high government officials be prepared on an electric typewriter and run off by the Mechanical Section by the use of the duplimat plate or the plastic plate. The results of this system will be closely watched and if they are not completely satisfactory, multi-lithing will be utilized.

2. That works of this nature be proofread by skilled and experienced proofreaders and, hence, clear through the Bureau's Reading Room.

3. That no administrative action be taken as regards Supervisor J. J. Ward, who was responsible for the complete preparation of this work because L. J. LAUGHLIN

(a) Substantively the product is a splendid one, involving a great deal of thought, time and effort.

(b) Supervisor Ward's errors already have been discussed with him orally by Messrs. Belmont and Laughlin and he has expressed keen regret over the fact that he did not catch them.

ADDENDUM - January 28, 1952

I do not agree with the above. It is true that Supervisor J. J. Ward did a good job in the preparation of the document. However, this is of no value as there are numerous typographical errors, misspelled words, etc. Therefore, I recommend that a letter of censure be directed to Supervisor Ward.

D. M. Ladd

I agree with Ladd

I agree

1/29

I most certainly agree. Also Laughlin should be censured for signing this. 2. Surely the typists ought to proof read the original but that is apparently not done.

Letter of censure to Mr. J. J. Ward
1-1-52
JML:etc

Mem. to Mr. Ladd
1-20-52
JML:etc

Mr. Tolson	✓
Mr. Ladd	_____
Mr. Nichols	_____
Mr. Belmont	_____
Mr. Clegg	_____
Mr. Glavin	✓
Mr. Harbo	_____
Mr. Rosen	_____
Mr. Tracy	_____
Mr. Laughlin	_____
Mr. Mohr	_____
Tele. Room	_____
Mr. Nease	_____
Miss Gandy	_____

Washington, D. C.
January 10, 1952

Mr. John Edgar Hoover
Director
Federal Bureau of Investigation
U. S. Department of Justice
Washington 25, D. C.

Dear Mr. Hoover:

Thank you for your letter of January 9, 1952, advising me that I have been recommended for promotion from the position of Inspector in Grade GS 14 to the position of Inspector in Grade GS 15.

I am most grateful for your recommending me for this promotion and I want to assure you that I will do my best to merit the confidence you have thus placed in me.

Sincerely yours,

Leo L. Laughlin

67-	81-NOT RECORDED
Searched _____	
Numbered _____	
8 JAN 18 1952	
FEDERAL BUREAU OF INVESTIGATION	

11 JAN 22 1952

MR. GLAVIN

January 9, 1952

H. L. EDWARDS

CARL E. HENNRICH

LEO L. LAUGHLIN

E. HUGO WINTERROWD

Pursuant to memoranda approving Grade GS-15 for the three captioned employees, there is attached the necessary action promoting these three men to Grade GS-15 on the field rolls.

All of these men had been in Grade GS-14 on the field rolls and unless advised to the contrary, no action will be taken to prepare formal job descriptions for them in an effort to have their positions formally classified on the Departmental rolls in Grade GS-15. In the event this is approved, they will consequently be treated in the same category as other Agent Supervisors at the Seat of Government who are carried on the field rolls.

In the event this procedure is approved, we will handle similar cases in that manner in the future.

HLE:rfd
Attachments

67 33786-266

Tolson _____
Ladd _____
Clegg _____
Glavin _____
Nichols _____
Rosen _____
Tracy _____
Harbo _____
Alden _____
Belmont _____
Laughlin _____
Mohr _____
Tele. Room _____
Nease _____
Gandy _____

H JAN 22 1952

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. D. M. LADD *DL*
 FROM : MR. A. H. BELMONT *AB*
 SUBJECT: LEO L. LAUGHLIN

DATE: March 21, 1952

Tolson ☒
 Ladd ☒
 Clegg ☒
 Glavin ☒
 Nichols ☒
 Rosen ☒
 Tracy ☒
 Harbo ☒
 Belmont ☒
 Mohr ☒
 Tele. Room ☒
 Nease ☒
 Gandy ☒

*Ca. off
Laughlin
Berkeley*

This is to advise that Mrs. Leo L. Laughlin gave birth to a baby girl today at Georgetown Hospital. Both mother and daughter are doing well.

It is suggested that this memorandum be routed to the Administrative Division for appropriate action.

mer

*File checked up to date
 Fett corr and 3-24-52
 Cr/asp*

RECORDED

67-58420-254

92 APR 2 1952

Sec

March 21, 1952

Mr. Leo L. Laughlin
2331 24th Street, Southeast
Washington, D. C.

Dear Mr. Laughlin:

I have been informed that you have been ill for several days. I am sorry indeed to learn of this, and I want to urge that you do not retard your recovery by worrying about your work.

I trust that you will progress rapidly along the road to recovery and be feeling much better in the very near future.

Sincerely,

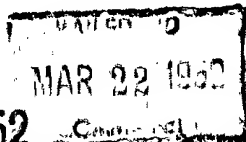
J. Edgar Hoover

cc: Mr. Belmont (PAC)

RKW:bp

Health Service telephonically advised Leave Office on 3-20-52 that this Agent has a virus and will be on sick leave for several days.

Tolson _____
Ladd _____
Nichols _____
Belmont _____
Clegg _____
Glavin _____
Harbo _____
Rosen _____
Tracy _____
Mohr _____
Tele. Rm. _____
Nease _____
Gandy _____



11 MAR 26 1952

MAR 22 9 46 AM '52

DIRECTOR

RECEIVED RECORDING UNIT
MAR 21 6 43 PM '52

[Handwritten signature]

[Handwritten signature]

RECORD OF PHYSICAL EXAMINATION OF OFFICERS AND SPECIAL AGENTS
FEDERAL BUREAU OF INVESTIGATION, U. S. DEPARTMENT OF JUSTICE

CC-270
(1-1-50)

NAME LAUGHLIN, Leo L. AGE 41 YEARS, 5 MONTHS
NATIVITY (state of birth) Penna. MARRIED, SINGLE, WIDOWED: M NUMBER OF CHILDREN 3
FAMILY HISTORY Both parents deceased. Mother died of cancer. Father - probably cancer.

HISTORY OF ILLNESS OR INJURY Usual childhood diseases; tonsillectomy, appendectomy, pneumonia.

HEAD AND FACE N

EYES: PUPILS (size, shape, reaction to light and distance, etc.) N

DISTANT VISION RT. 20/ 20, corrected to 20/

LT. 20/ 20, corrected to 20/

COLOR PERCEPTION Normal AOC 1940

(state edition of Stilling's plates or Lamps used)

DISEASE OR ANATOMICAL DEFECTS No

EARS: HEARING RT. WHISPERED VOICE /15' CONVERSATIONAL SPEECH 15/15'

LT. WHISPERED VOICE /15' CONVERSATIONAL SPEECH 15/15'

DISEASE OR DEFECTS No

NOSE N

(Disease or anatomical defect, obstruction, etc. State degree)

SINUSES N

TONGUE, PALATE, PHARYNX, LARYNX, TONSILS N

TEETH AND GUMS (disease or anatomical defect):

MISSING TEETH #1, 2, 7, 10, 13, 15, 18, 19, 30, 32

NONVITAL TEETH

PERIAPICAL DISEASE

MARKED MALOCCLUSION

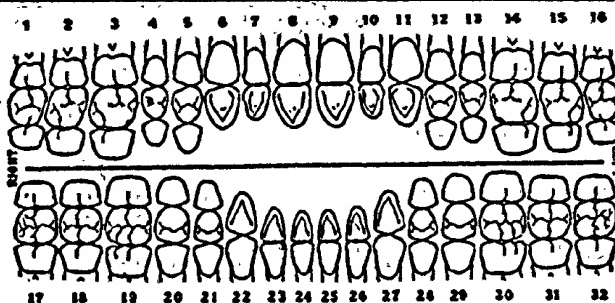
PYORRHEA ALVEOLARIS

TEETH REPLACED BY BRIDGES

DENTURES D.P. Max. rept #7 & 10

REMARKS Marked erosion, L.A. ging.

#3, 8, 9, 11, 12, 21, 22, 23, 24, 25, 26



s/S. A. Grady, Cdr, DC, USN

(Signature of Dental Officer)

GENERAL BUILD AND APPEARANCE Medium heavy

TEMPERATURE 73.2

CHEST AT EXPIRATION 3701--58400-255

HEIGHT 73.2

CHEST AT INSPIRATION 39.2

WEIGHT 196

CIRCUMFERENCE OF ABDOMEN AT UMBILICUS 34

RECENT GAIN OR LOSS, AMOUNT AND CAUSE N

SKIN, HAIR, AND GLANDS N

NECK (abnormalities, thyroid gland, trachea, larynx) N

SPINE AND EXTREMITIES (bones, joints, muscles, feet) N

92 APR 3 1952

THORAX (size, shape, movement, rib cage, mediastinum) N
RESPIRATORY SYSTEM, BRONCHI, LUNGS, PLEURA, ETC. N
Chest X ray - negative

CARDIO-VASCULAR SYSTEM N
HEART (note all signs of cardiac involvement) N
ECG - within normal limits.

PULSE: BEFORE EXERCISE 74 BLOOD PRESSURE: SYSTOLIC 122
AFTER EXERCISE 78 DIASTOLIC 78
THREE MINUTES AFTER 74
CONDITION OF ARTERIES good CHARACTER OF PULSE regular
CONDITION OF VEINS good HEMORRHOIDS no

ABDOMEN AND PELVIS (condition of wall, scars, herniae, abnormality of viscera) Npp scar.

GENITO-URINARY SYSTEM N
URINALYSIS: SP. GR. 1.021 ALB. neg. SUGAR neg. MICROSCOPICAL neg.
VENEREAL DISEASE No

NERVOUS SYSTEM N
(organic or functional disorders)
ROMBERG N INCOORDINATION (gait, speech) N
REFLEXES, SUPERFICIAL N DEEP (knee, ankle, elbow) N TREMORS No
SEROLOGICAL TESTS Kahn - negative BLOOD TYPE O positive
ABNORMAL PSYCHE (neurasthenia, psychasthenia, depression, instability, worries) No

SMALLPOX VACCINATION: DATE OF LAST VACCINATION _____
TYPHOID PROPHYLAXIS: NUMBER OF COURSES _____
DATE OF LAST COURSE _____
REMARKS ON ABNORMALITIES NOT OTHERWISE NOTED OR SUFFICIENTLY DESCRIBED ABOVE _____

SUMMARY OF DEFECTS None

CAPABLE OF PERFORMING DUTIES INVOLVING strenuous PHYSICAL EXERTION
IS THIS INDIVIDUAL PHYSICALLY FIT TO PARTICIPATE IN RAIDS AND APPREHENSION OF CRIMINALS
WHICH MIGHT ENTAIL THE PRACTICAL USE OF FIREARMS yes (yes or no)
(when no is given state cause) _____

FINDINGS, RECOMMENDATIONS AND REMARKS (as per boards, when necessary) _____

DATE OF EXAMINATION 2/29/52
EMPLOYEE'S INITIALS _____

s/H. E. Taylor, Lt. Jg
25 March 1952

March 24, 1952

Mr. Leo L. Laughlin
Federal Bureau of Investigation
Washington, D. C.

Dear Mr. Laughlin:

I have been informed
of the arrival of the new member
of the Laughlin family and I want
to express my hearty congratula-
tions to Mrs. Laughlin and to you.

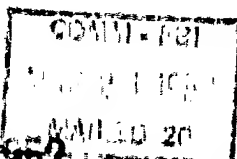
It is my sincere wish
that the future will bring the
fulfillment of all your hopes and
plans for your little daughter.

Sincerely,
J. Edgar Hoover

CC: Mr. Belmont (P&C)

Tolson _____
Ladd _____
Nichols _____
Belmont _____
Clegg _____
Glavin _____
Harbo _____
Rosen _____
Tracy _____
Mohr _____

75. HJ 94 21 47-54420-254
CV: aap
S. DEPT. OF JUSTICE
RECEIVED DIRECTOR
MAR 28 1952



1.1 MAR 28 1952

RECEIVED REEL MAR 24 12 10 PM '52
MAR 24 12 10 PM '52
FBI

**FEDERAL BUREAU OF INVESTIGATION
UNITED STATES DEPARTMENT OF JUSTICE**

REPORT OF PERFORMANCE RATING

Name of Employee: LEO L. LAUGHLIN

Where Assigned: DOMESTIC INTELLIGENCE FRONT OFFICE, CORRELATION SECTION
(Division) (Section, Unit)

Payroll Title: INSPECTOR

Rating Period: from April 1, 1951 to March 31, 1952

ADJECTIVE RATING: SATISFACTORY
Outstanding, Satisfactory, Unsatisfactory

Employee's
Initials

L

Rated by: [Signature] ASSISTANT DIRECTOR 4/8/52
Signature Title Date

Reviewed by: [Signature] ASSISTANT DIRECTOR
Signature Title Date

Rating approved by: [Signature] APR 16 1952
Signature Title Date

TYPE OF REPORT

(X) Official
(X) Annual

RECORDED-92

() Administrative
() 60-day
() Transfer
() Separation from service
() Special

67-58420-256	
Searched	31
Numbered	
12 APR 14 1952	
FEDERAL BUREAU OF INVESTIGATION	

92 APR 18 1952

NARRATIVE COMMENTS

Note: The regulations require that OUTSTANDING ratings be supported by a statement in writing setting forth IN DETAIL the performance IN EVERY ASPECT and the REASONS for considering each worthy of SPECIAL COMMENDATION. UNSATISFACTORY ratings must be supported by a statement in writing stating (1) WHEREIN the performance is unsatisfactory, (2) the facts of the (90 day) PRIOR WARNING, and (3) the efforts made AFTER THE WARNING TO HELP the employee bring his performance up to a satisfactory level.

RECEIVED 11-25-62

NOV 21 1962

NOV 21 1962

PERFORMANCE RATING GUIDE FOR INVESTIGATIVE PERSONNEL

(For use as attachment to Performance Rating Form No. 1 FD-185)

Name of Employee LEO L. LAUGHLINTitle InspectorRating Period: from 4/1/51 to 3/31/52

RATING GUIDE AND CHECK-LIST

Note: Only those items having pertinent bearing on employee's performance should be rated. All employees in same salary grade should be compared. Rate items as follows:

- + Outstanding (exceeding excellent and deserving special commendation).
✓ Satisfactory (ranging from good to excellent but not sufficient to rate outstanding).
- Unsatisfactory.
○ No opportunity to appraise performance during rating period.

Guide for determining adjective rating:

An 'Outstanding' rating cannot be justified unless all elements rated are 'plus', and in addition, of course, supporting comments must comply with the requirements as set out below.

So far as 'Satisfactory' and 'Unsatisfactory' ratings are concerned, it is impossible to provide a mechanical formula for computing the various 'plus', 'check', and 'minus' marks because such would presume equal weight for all elements rated. Good judgment must be exercised to insure that the adjective rating is reasonable in the light of the elements rated. All minus marks must be supported by narrative detail, and of course, all 'Unsatisfactory' ratings must comply with the requirements as set out below.

- | | |
|---|---|
| <u>+</u> (1) Personal appearance. | <u>✓</u> (17) Firearms ability. |
| <u>+</u> (2) Personality and effectiveness of his personal contacts. | <u>✓</u> (18) Development of informants and sources of information. |
| <u>+</u> (3) Attitude (including dependability, cooperativeness, loyalty, enthusiasm, amenability and willingness to equitably share work load). | <u>+</u> (19) Reporting ability: |
| <u>+</u> (4) Physical fitness (including health, energy, stamina). | <u>0</u> (a) Investigative reports |
| <u>+</u> (5) Resourcefulness and ingenuity. | <u>0</u> (b) Summary reports |
| <u>+</u> (6) Forcefulness and aggressiveness as required. | <u>+</u> (c) Memos, letters, wires |
| <u>+</u> (7) Judgment, including common sense, ability to arrive at proper conclusions; ability to define objectives. | (Consider: <u> </u> conciseness; <u> </u> clarity; <u> </u> organization;
<u> </u> thoroughness; <u> </u> accuracy; <u> </u> adequacy and pertinency of leads; <u> </u> administrative detail) |
| <u>+</u> (8) Initiative and the taking of appropriate action on own responsibility. | <u>+</u> (20) Performance as a witness. |
| <u>+</u> (9) Planning ability and its application to the work. | <u>+</u> (21) Executive ability: |
| <u>+</u> (10) Accuracy and attention to pertinent detail. | <u>+</u> (a) Leadership |
| <u>+</u> (11) Industry, including energetic consistent application to duties. | <u>+</u> (b) Ability to handle personnel |
| <u>+</u> (12) Productivity, including amount of acceptable work produced and rate of progress on or completion of assignments. Also consider adherence to deadlines unless failure to meet is attributable to causes beyond employee's control. | <u>+</u> (c) Planning |
| <u>+</u> (13) Knowledge of duties, instructions, rules and regulations, including readiness of comprehension and 'knowhow' of application. | <u>+</u> (d) Making decisions |
| <u>✓</u> (14) Technical or mechanical skills. | <u>+</u> (e) Assignment of work |
| <u>+</u> (15) Investigative ability and results: | <u>+</u> (f) Training subordinates |
| <u>+</u> (a) Internal security cases | <u>+</u> (g) Devising procedures |
| <u> </u> (b) Criminal or general investigative cases | <u>✓</u> (h) Emotional stability |
| <u> </u> (c) Fugitive cases | <u>+</u> (i) Promoting high morale |
| <u> </u> (d) Applicant cases | <u>+</u> (j) Getting results |
| <u> </u> (e) Accounting cases | <u>✓</u> (22) Ability on raids and dangerous assignments: |
| <u>✓</u> (16) Physical surveillance ability. | <u> </u> (a) As leader |
| | <u> </u> (b) As participant |
| | <u>+</u> (23) Organizational interest, such as making of suggestions for improvement. |
| | <u>+</u> (24) Ability to work under pressure. |
| | <u>+</u> (25) Miscellaneous. Specify and rate: |
| | <u> </u> <u>Capability for additional</u> |
| | <u> </u> <u>responsibility</u> |

A. Specify general nature of assignment during most of rating period (such as security, criminal, applicant squad, or as resident Agent, supervisor, instructor, etc.):

Inspector, Correlation Section

B. Specify employee's most noteworthy special talents (such as investigator, desk man, research, instructor, speaker):

administrator; speaker

C. (1) Is employee available for general assignment wherever needs of service require? Yes (If answer is not 'yes', explain in narrative comments.)
 (2) Is employee available for special assignment wherever needs of service require? Yes (If answer is not 'yes', explain in narrative comments.)

D. Has employee had any abnormal sick leave record during rating period? No (If so, explain in narrative comments.)

ADJECTIVE RATING:

SATISFACTORY

Outstanding, Satisfactory, Unsatisfactory

LEO L. LAUGHLIN
INSPECTOR
CHIEF, CORRELATION SECTION
DOMESTIC INTELLIGENCE DIVISION

Mr. Laughlin is in charge of the Correlation Section of the Domestic Intelligence Division, which Section is composed of two Units totaling 213 employees. The two Units are the Loyalty Unit, handling the Loyalty Program, and the Correlation-Liaison Unit, which handles special memoranda, correlation memoranda, liaison with other Government agencies, and supervision of Legal Attaches and their aides.

In the absence of the Assistant Director, Mr. Laughlin alternates with Mr. C. E. Hennrich in taking charge of the Domestic Intelligence Division. He has shown himself entirely capable to handle such duties when required. In addition, due to his broad experience, ability, and understanding of the Bureau's problems, he has handled many special contacts and projects for the Bureau in a highly satisfactory manner.

Mr. Laughlin makes an excellent appearance. He has a quick mind and is able to grasp with ease the many problems which come before him. Because of his ready understanding, he is able to handle a heavy volume of work. He gets along well with his fellow employees and makes an excellent Bureau representative for contacts outside the Bureau, particularly on matters requiring tact and delicate handling.

Mr. Laughlin was in charge of the self-inspection in the Domestic Intelligence Division covering two Units and ran a thorough, impartial inspection, which was beneficial both to the Bureau and to the employees in the Division.

On February 1, 1952, Mr. Laughlin was criticized for clearing material for dissemination in which there were several typographical errors.

In recognition of the excellent work he had been performing and the responsibilities of his position, Mr. Laughlin was reallocated to GS-15 during the year.

Mr. Laughlin is capable, efficient, alert, and is constantly watching out for the Bureau's interests. He has sound judgment and is able to make prompt and accurate decisions. He has been a highly effective Bureau executive during the past year.

Rating: Satisfactory.

L

March 29, 1952

~~PERSONAL & CONFIDENTIAL~~

Mr. Leo L. Laughlin
Federal Bureau of Investigation
Washington, D. C.

Dear Mr. Laughlin:

The Bureau is in receipt of the report of the physical examination afforded you at the United States Naval Hospital, Bethesda, Maryland, on February 29, 1952.

This report reflects that you have no disqualifying physical defects.

The electrocardiogram afforded you in this connection was within normal limits.

The Board of Examining Physicians of the United States Naval Hospital reports that you are capable of performing strenuous physical exertion and have no physical defects that would interfere with your participation in raids or other work involving the practical use of firearms.

Sincerely yours,

J. E. Hoover
John Edgar Hoover
Director

CC-Domestic Intelligence (P & C)

JVB:jlw

COMM - FBI

MAR 29 1952

MAILED 23

APR 3 1952

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. BELMONT *AB*

FROM : MR. LAUGHLIN *S*

SUBJECT: L. L. LAUGHLIN
CHANGE OF ADDRESS

DATE: JUNE 3, 1952

Tolson _____

Ladd _____

Clegg _____

Glavin _____

Harbo _____

Rosen _____

Tracy _____

Belmont _____

Mohr _____

Tele. Room _____

Nease _____

Gandy _____

This is to advise that I have changed my address from 2331 24th Street, S. E., to 512 Linden Lane, Hillwood Section, Falls Church, Virginia.

LLL:jes

*Leo*b6
b7C

RECORDED-17

67-58421-257

9 JUN 19 1952

*Telephonically
adv. he desires
his legal Residence
changed to Virginia
Per
896-5-52
JUL 3 1952*

*3
with and*



United States Department of Justice
Federal Bureau of Investigation
Washington, D. C.



Director
 Federal Bureau of Investigation
 United States Department of Justice
 Washington, D. C.

Dear Sir:

For inclusion in the fund to be paid to the designated beneficiary of any Special Agent of the FBI who has previously contributed to this fund and who dies from any cause except self-destruction while employed as a Special Agent, I am forwarding herewith (by CHECK - MONEY ORDER) the sum of \$10, payable to the Chief Clerk of the FBI, to be included in said fund. Payment will be made for death by self-destruction after the Agent has been a member of the fund for two years. It is understood and agreed that the sum tendered herewith is a voluntary, gratuitous contribution to said fund which I understand is to be administered in the following manner.

The Director of the FBI will appoint a committee which shall consider all matters pertaining to the acquisition, safe keeping and expending of said fund, which committee will recommend appropriate action to the Director in pertinent matters. The Chief Clerk of the FBI shall receive all contributions and account for same to the Director. Upon the death of any Special Agent who is a member of said fund the appointed committee will consider the case and submit a recommendation to the Director as to its conclusions. Appropriate instructions will then be issued to the Chief Clerk, directing him to pay to the designated beneficiary the sum of \$10,000. The following person is designated as my beneficiary for FBI Agents' Insurance Fund:

Name Mrs. Leo L. Laughlin Relationship Wife Date 4-11-52

Address 2331-24th St., S.E., Washington 20, D.C.

The following person is designated as my beneficiary under the Chas. S. Ross Fund providing \$1500 death benefit to beneficiary of agents killed in line of duty.

Name Same Relationship Wife Date 4-11-52

Address Same as above

Very truly yours,

Leo L. Laughlin
 Leo L. Laughlin
 Special Agent

65 APR 18 1952
 APR 15 1952

NOT RECORDED
 38

May 3, 1952

The Chesapeake and Potomac Telephone Company
6700 Lee Highway
Falls Church, Virginia

Gentlemen:

Mr. Leo Laughlin, an Inspector of the Federal Bureau of Investigation, is requesting that a telephone be installed in his residence, 512 Linden Lane, Hillwood Section, Falls Church, Virginia.

Inasmuch as Mr. Laughlin is connected with the Federal Bureau of Investigation and his services are essential for public safety, it is necessary that telephone service be afforded him. This letter, therefore, should be considered as a certificate of necessity.

Very truly yours,

John Edgar Hoover
Director

COMM - FBI

MAY 3 - 1952

MAILED 30

ALPHABETICAL

MAY 10 1952

62

NOT RECORDED

Tolson _____
Ladd _____
Clegg _____
Glavin _____
Nichols _____
Rosen _____
Tracy _____
Harbo _____
Belmont _____
Mohr _____
Tele. Room _____
Nease _____
Gandy _____

61

MAY 14 1952
LK

[Handwritten signature]
VW

any

July 14, 1952

C
Mr. Leo L. Laughlin
Federal Bureau of Investigation
Washington, D. C.

Dear Mr. Laughlin:

I am indeed pleased to advise you that you are being promoted from the position of Inspector, \$10,800 per annum in Grade GS 15, to the position of Inspector, \$12,000 per annum in Grade GS 16, effective July 20, 1952.

For your information, this promotion is temporary in accordance with Public Law #843, approved September 27, 1950.

Sincerely yours,
J. Edgar Hoover

CC - Mr. Glavin

RECORDED-44

CT:DW

7-20-52
DEPT. OF JUSTICE
FBI
JUL 15 1952
RECEIVED

258

Tolson _____
Ladd _____
Nichols _____
Belmont _____
Clegg _____
Glavin _____
Harbo _____
Rosen _____
Tracy _____
Laughlin _____
Mohr _____
Tele. Rm. _____
Holloman _____
Gandy _____

MAILED 5
JUL 11 1952
COMM-FBI

51 JUL 30 1952

RECEIPT FOR GOVERNMENT PROPERTY
FEDERAL BUREAU OF INVESTIGATION
UNITED STATES DEPARTMENT OF JUSTICE

CC-5a

I certify that I have received the following Government property for official use:

~~RETURNED~~
✓ INSPECTOR'S MANUAL # 29
(Issued April 7, 1952)

RETURNED

✓
INSPECTOR'S MANUAL # 49
(Issued May 21, 1945)

True
CHECK ONE: Destroyed in Field Office
Returned to Bureau

ALPHABETICAL

FILE

WAG

PER *[Signature]*

READ

NOT RECORDED

1 JUL 1952

164
The Government property which you hereby acknowledge is charged to you and you are responsible for taking care of it and returning it when its use has been completed. DO NOT MARK OR WRITE ON IT OR MUTILATE

IT IN ANY WAY

Very truly yours,

[Signature]
Leo L. Laughlin, SA

January 16, 1953

Mr. Leo L. Laughlin
Federal Bureau of Investigation
Washington, D. C.

Dear Mr. Laughlin:

My attention has been directed to the handling of
a Departmental request for information regarding testimony given
by

Referral/Consult

Tolson _____
Ladd _____
Nichols _____
Belmont _____
Clegg _____
Glavin _____
Harbo _____
Rosen _____
Tracy _____
Laughlin _____
Mohr _____
Tele. Rm. _____
Holloman _____
Gandy _____

Very truly yours,

J. Edgar Hoover
John Edgar Hoover
Director

Searched
Numbered

12 JAN 21 1953

MAILED 7
JAN 19 1953
COMM-FBI

CC: Mr. Belmont (Personal and Confidential)
Domestic Intelligence Division file
JIC:fsb



UNITED STATES DEPARTMENT OF JUSTICE
FEDERAL BUREAU OF INVESTIGATION

In Reply, Please Refer to
File No.

WASHINGTON 25, D. C.

Director
Federal Bureau of Investigation
United States Department of Justice
Washington, D. C.

Dear Sir:

For inclusion in the fund to be paid to the designated beneficiary of any Special Agent, of the FBI who has previously contributed to this fund and who dies from any cause except self-destruction while employed as a Special Agent. I am forwarding herewith (by CHECK - MONEY ORDER) the sum of \$10, payable to the Assistant Director, Administrative Division, FBI, to be included in said fund. Payment will be made for death by self-destruction after the Agent has been a member of the fund for a continuous period of two years. It is understood and agreed that the sum tendered herewith is a voluntary, gratuitous contribution to said fund which I understand is to be administered in the following manner. The liability of the fund shall not under any circumstances exceed the amount of monies in the fund at the time any liability shall occur.

The Director of the FBI will appoint a committee which shall consider all matters pertaining to the acquisition, safe keeping and expending of said fund, which committee will recommend appropriate action to the Director in pertinent matters. The Assistant Director of the Administrative Division of the FBI shall receive all contributions and account for same to the Director. Upon the death of any Special Agent who is a member of said fund the appointed committee will consider the case and submit a recommendation to the Director as to its conclusions. Appropriate instructions will then be issued to the Assistant Director of the Administrative Division, directing him to pay to the designated beneficiary the sum of \$10,000. The following person is designated as my beneficiary for FBI Agents' Insurance Fund:

Name Mrs. Leo L. (Mary E.) Laughlin Relationship Wife Date 12-11-52

Address 512 Linden Lane, Falls Church, Virginia

The following person is designated as my beneficiary under the Chas. S. Ross Fund providing \$1500 death benefit to beneficiary of agents killed in line of duty.

NAME Mrs. Leo L. (Mary E.) Laughlin Relationship Wife Date 12-11-52

Address 512 Linden Lane, Falls Church, Virginia

Very truly yours,

Leo L. Laughlin
Special Agent

RECEIPT FOR GOVERNMENT PROPERTY
FEDERAL BUREAU OF INVESTIGATION
UNITED STATES DEPARTMENT OF JUSTICE

CC-5a

10.52

I certify that I have received the following Government property for official use:
~~returned~~

New Commission Card with case # 79

INSP

RETURNED

Old Commission Card with case # 79

INSP

READ

The Government property which you hereby acknowledge is charged to you and you are responsible for taking care of it and returning it when its use has been completed. DO NOT MARK OR WRITE ON IT OR MUTILATE IT IN ANY WAY.

FILE
WRG

Very truly yours,

Leo P. Laughlin
Leo P. Laughlin
Special Agent

67-201-12

203

LEO L. LAUGHLIN

moyes/rtca
INSPECTOR

EOD: 12/2/35

GS-16; \$12,000

OFFICE OF PREFERENCE: None

ASSISTANT DIRECTOR A. H. BELMONT:

Mr. Laughlin has been assigned as an official of the Domestic Intelligence Division since May, 1947. He, therefore, has a thorough knowledge of the organization and workings of the Division. Since October of 1951, he has been Section Chief of the Correlation Section, comprised of the Loyalty and Correlation-Liaison Units. He is mentally alert, makes decisions promptly, and is capable of handling a large volume of work. Mr. Laughlin knows Bureau policy and his judgment is sound. He is extremely capable in representing the Bureau on specialized matters requiring contact with high officials on the outside.

INSPECTOR NAUGHTEN:

Laughlin is an intelligent and industrious person. He is fully competent in his present post.

M
EHL

Inspection
Domestic Intelligence Division
Inspector E. E. Naughten
August 1, 1952

TEN:JO:et

¹²²
20 AUG 28 1952

67-NOV RECORDED-12
03
Jan

I recommend that Section Hands at the Seat of Government be reallocated to Grade GS 15 and Unit Heads to Grade GS 14.

Mr. Belmont, Assistant Director, is in GS 17. His two Assistants, Inspectors C. E. Hennrich and L. L. Laughlin, are in GS 15 and I think these positions should be considered for GS 16.

Director notation "O.K."

(Excerpt from 67-02-3138)

67
30 AUG 21 1952

67 - NOT RECORDED

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. A. H. BELMONT

DATE: August 8, 1952

FROM : MR. L. L. LAUGHLIN

SUBJECT: ITINERARY OF MR. L. L. LAUGHLIN
(Annual Leave - August 11 - 29, 1952)

Tolson	_____
Ladd	_____
Clegg	_____
Glavin	_____
Nichols	_____
Rosen	_____
Tracy	_____
Harbo	_____
Belmont	_____
Mohr	_____
Tele. Room	_____
Nease	_____
Gandy	_____

I will be at my residence at Falls Church, Virginia, until Wednesday, August 13. On that date I will proceed to 478 Prospect Street, South Orange, New Jersey, in care of D. J. Galligan, telephone South Orange 27579.

CC: Movement

LLL:mer

3
NOT RECORDED

noted
PJS
122
30 AUG 15 1952

Mr. Tolson	✓
Mr. Ladd	
Mr. Nichols	
Mr. Belmont	✓
Mr. Clegg	✓
Mr. Glavin	✓
Mr. Harbo	
Mr. Rosen	
Mr. Tracy	
Mr. Laughlin	
Mr. Mohr	
Tele. Room	
Mr. Holloman	
Miss Gandy	

Washington, D. C.
July 15, 1952

Mr. John Edgar Hoover
Director
Federal Bureau of Investigation
U. S. Department of Justice
Washington 25, D. C.

Dear Mr. Hoover:

I am genuinely grateful for your letter of July 14, advising me of my promotion in grade and salary.

I am most appreciative of this consideration and I do want to tell you that I shall do all in my power to merit the confidence which you have placed in me by this action.

Sincerely,

Leo L. Laughlin

Leo L. Laughlin

67-	87-NOT RECORDED-3
Searched	
Numbered	
13 JUL 21 1952	
FEDERAL BUREAU OF INVESTIGATION	

169
96 JUL 22 1952

NOTIFICATION OF PERSONNEL ACTION

1. NAME (MR., MISS, MRS., FIRST, MIDDLE INITIAL, LAST) MR. LEO L. LAUGHLIN		2. DATE OF BIRTH 9-10-10	3. JOURNAL OR ACTION NO. F.B.I. 1480	4. DATE 15 7-12-52
This is to notify you of the following action affecting your employment:				
5. NATURE OF ACTION (USE STANDARD TERMINOLOGY) PROMOTION		6. EFFECTIVE DATE 7-20-52	7. CIVIL SERVICE OR OTHER LEGAL AUTHORITY Schedule A Part 6.100 (F)	
FROM Inspector GS 15 \$10,500 per annum		8. POSITION TITLE None	TO GS 16 \$12,000 per annum	
9. SERVICE, GRADE, SALARY		10. ORGANIZATIONAL DESIGNATIONS		
11. HEADQUARTERS		12. FIELD OR DEPT'L <input checked="" type="checkbox"/> FIELD <input type="checkbox"/> DEPARTMENTAL		
13. VETERAN'S PREFERENCE NONE <input checked="" type="checkbox"/> SPT. <input type="checkbox"/> 10 POINT <input type="checkbox"/> DISAB. <input type="checkbox"/> WIFE <input type="checkbox"/> WIDOW <input type="checkbox"/> WWII <input type="checkbox"/> WWI <input type="checkbox"/> OTHER <input type="checkbox"/>		14. POSITION CLASSIFICATION ACTION NEW <input type="checkbox"/> VICE <input type="checkbox"/> I. A. <input type="checkbox"/> REAL <input type="checkbox"/>		
15. SEX <input checked="" type="checkbox"/> M <input type="checkbox"/> F	16. RACE <input checked="" type="checkbox"/> W <input type="checkbox"/> N	17. APPROPRIATION S. & E., FBI FROM: TO: same		18. SUBJECT TO C.A. RETIREMENT ACT (YES-NO) yes
19. DATE OF OATH (ACCESSIONS ONLY)		20. LEGAL RESIDENCE Virginia		
REMARKS The provisions of the Universal Military Training and Service Act of 1951 have been complied with. Prom. changed to perm. action eff. 9-11-54—P.L. 753. This promotion is temporary in accordance with Public Law 843, approved 9-27-50. The classification grade of this position is subject to post-audit and correction pursuant to Section 1310 of the Supplemental Appropriation Act, 1952 - Public Law 823, approved 11-1-51. 19 JUL 18 1952				
SIGNATURE OR OTHER AUTHENTICATION [Signature]				

UNITED STATES SENATE

Committee on the Judiciary

January 13, 1953

Mr. J. Edgar Hoover
Federal Bureau of Investigation
Department of Justice
Washington 25, D.C.

My dear Mr. Hoover:

I want to let you know that during the time I was Chairman of the Internal Security Subcommittee of the Senate Committee on the Judiciary, Assistant to the Director L.B. Nichols, and Inspector Leo L. Laughlin, of the Federal Bureau of Investigation, have cooperated fully and wholeheartedly with me and with the staff of the Subcommittee.

I am sure that a great measure of the success of the Subcommittee has been due to the tireless and patient work done with us by Mr. Laughlin and Mr. Nichols, and I cannot commend them to you too highly.

My kindest personal regards and best wishes to you.

Sincerely,

s/ Pat McCarran

Copy-17

30 FEB 4 1953

57-52420-260
Searched
Indexed
FILED
FEB 4 1953
FEDERAL BUREAU OF INVESTIGATION
U. S. DEPARTMENT OF JUSTICE

17. RATING OR SPECIALTY	TIME IN THIS CAPACITY: TOTAL	LAST SIX MONTHS

36. 1 / Pes Planus

67-58420-261
(Continue in item 73)

Plu sent 2-5-53
WBD/np

10-62289-1

MEASUREMENTS AND OTHER FINDINGS																																							
51. HEIGHT 73 3/4"		52. WEIGHT 192		53. COLOR HAIR Grey-Brown		54. COLOR EYES Brown		55. BUILD. SLENDER <input type="checkbox"/> MEDIUM <input type="checkbox"/> HEAVY <input type="checkbox"/> OBESSE <input type="checkbox"/>		FEB 6 - 1953 N. 1953																													
57. BLOOD PRESSURE (Arm at heart level)						58. PULSE (Arm at heart level)																																	
SITTING SYS. 120 DIAS. 70		RECUM-BENT SYS. DIAS.		STANDING (3 min.) SYS. DIAS.		SITTING 74		AFTER EXERCISE 80		2 MIN. AFTER 74																													
59. DISTANT VISION				60. REFRACTION				61. NEAR VISION																															
RIGHT 20/ 70 CORR. TO 20/				BY S CX				CORR. TO BY																															
LEFT 20/ 70 CORR. TO 20/				BY Suitable lenses CX				CORR. TO BY																															
62. HETEROPHORIA: (Specify distance) ES° EX° R. M. L. M. PRISM DIV. PRISM CONV. PC PD																																							
63. ACCOMMODATION RIGHT LEFT				64. COLOR VISION (Test used and result) Norm AOC 1940				65. DEPTH PERCEPTION (Test used and score) UNCORRECTED CORRECTED																															
66. FIELD OF VISION				67. NIGHT VISION (Test used and score)				68. RED LENS		69. INTRAOCULAR TENSION																													
70. HEARING		71. AUDIOMETER						72. PSYCHOLOGICAL AND PSYCHOMOTOR (Tests used and score)																															
RIGHT WY 15/15 SV /15		<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td>250 850</td> <td>500 818</td> <td>1000 1084</td> <td>2000 8048</td> <td>3000 8896</td> <td>4000 4088</td> <td>8000 8198</td> </tr> <tr> <td>RIGHT</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>LEFT WY 15/15 SV /15</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>LEFT</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </table>						250 850	500 818	1000 1084	2000 8048	3000 8896	4000 4088	8000 8198	RIGHT							LEFT WY 15/15 SV /15							LEFT										
250 850	500 818	1000 1084	2000 8048	3000 8896	4000 4088	8000 8198																																	
RIGHT																																							
LEFT WY 15/15 SV /15																																							
LEFT																																							

73. NOTES (Continued) AND SIGNIFICANT OR INTERVAL HISTORY

UCD
 Tonsillectomy 1935 { Appendectomy 1932
 { No residuals. NCD
 Pneumonia 1948 NCD
 Prescription made by EENT for glasses (22 Jan 53)

(Use additional sheets of plain paper if necessary)

74. SUMMARY OF DEFECTS AND DIAGNOSES (List diagnoses with item numbers)

Defective vision corr. to 20/20. NCD

75. RECOMMENDATIONS--FURTHER SPECIALIST EXAMINATIONS INDICATED (Specify)

76. PHYSICAL PROFILE

P	U	L	H	E	S

77. EXAMINEE (Check)

☒ IS QUALIFIED FOR strenuous exertion and use of firearms.

☐ IS NOT

PHYSICAL CATEGORY

78. IF NOT QUALIFIED, LIST DISQUALIFYING DEFECTS BY ITEM NUMBER

A	B	C	E

79. TYPED OR PRINTED NAME OF PHYSICIAN

SIGNATURE

F. B. Eveland

80. TYPED OR PRINTED NAME OF PHYSICIAN

SIGNATURE

81. TYPED OR PRINTED NAME OF DENTIST OR PHYSICIAN (Indicate which)

A. T. SMITH, CDR. DC USN

SIGNATURE

A. T. Smith

82. TYPED OR PRINTED NAME OF REVIEWING OFFICER OR APPROVING AUTHORITY

SIGNATURE

NUMBER OF AT-
TACHED SHEETS

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. A. H. BELMONT *ABZ*DATE: February 10,
1953FROM : MR. L. L. LAUGHLIN *LL*SUBJECT: LEO L. LAUGHLIN
PHYSICAL EXAMINATION

Tolson	_____
Ladd	_____
Nichols	_____
Belmont	_____
Clegg	_____
Glavin	_____
Harbo	_____
Rosen	_____
Tracy	_____
Laughlin	_____
Mohr	_____
Winterrowd	_____
Tele. Rm.	_____
Holloman	_____
Gandy	_____

Bureau letter of February 5, 1953, advising of the report of the physical examination afforded me at the U. S. Naval Hospital, Bethesda, Maryland, on January 22, 1953, reported I had defective vision in both eyes, for which corrective lenses were prescribed.

This is to advise that the necessary glasses were obtained by me on January 26, 1953.

LLL:mer

*noted
2-13-53
LL*

RECORDED-88

67-58420-262	
Searched	_____
Numbered	_____
12 FEB 13 1953	
FEDERAL BUREAU OF INVESTIGATION	

105
85 FEB 13 1953

Office Memorandum • UNITED STATES GOVERNMENT

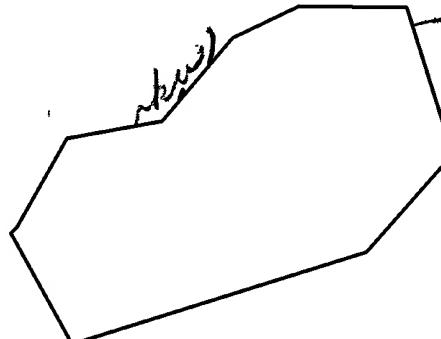
FD-208

TO : MR. GLAVIN

DATE: February 9, 1953

FROM : SAC MR. BELMONT *ack*

SUBJECT: LEO L. LAUGHLIN (Employee)
PERSONNEL STATUS CHANGE
DOMESTIC INTELLIGENCE (Division)

b6
b7CILLNESS:

Nature of illness: Accident (), Operation (), Injury (),
Disease (X).

Confined at: Hospital (), Residence (X).

Extent of and description FLU

Date Sick leave started 2-5-53

Remarks: Under doctor's care.

CC: Health Service

DEATHS:

Father, Mother _____

Wife _____

Son, Daughter _____

Date of death _____ at _____

Remarks:

NOT RECORDED-1

noted
69 FEB 10 1953

3
1953

February 5, 1953

~~CONFIDENTIAL~~

Mr. Leo L. Laughlin
Federal Bureau of Investigation
Washington, D. C.

Dear Mr. Laughlin:

The Bureau is in receipt of the report of the physical examination afforded you at the United States Naval Hospital, Bethesda, Maryland, on January 22, 1953.

This report reflects that you have defective vision of 20/70 in both eyes, for which it is noted that corrective lenses were prescribed. The Bureau should be advised when you have obtained the necessary glasses.

For your information, the electrocardiogram afforded you was found to be normal.

The Board of Examining Physicians of the United States Naval Hospital reports that you are capable of strenuous physical exertion and have no physical defects that would interfere with your participation in raids or other work involving the practical use of firearms.

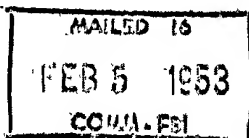
Sincerely yours,

John Edgar Hoover
Director

CC-Mr. Belmont

WBH:mfc

69 FEB 9 1953



Tolson _____
Ladd _____
Nichols _____
Belmont _____
Clegg _____
Glavin _____
Harbo _____
Rosen _____
Tracy _____
Laughlin _____
Mohr _____
Tele. Rm. _____
Holloman _____
Gandy _____

9-1034

NARRATIVE COMMENTS

APR 6 1958

Note: The regulations require that OUTSTANDING ratings be supported by a statement in writing setting forth IN-DETAIL the performance IN EVERY ASPECT and the REASONS for considering each worthy of SPECIAL COMMENDATION. UNSATISFACTORY ratings must be supported by a statement in writing stating (1) WHEREIN the performance is unsatisfactory, (2) the facts of the (90 day) PRIOR WARNING, and (3) the efforts made AFTER THE WARNING TO HELP the employee bring his performance up to a satisfactory level.

PERFORMANCE RATING GUIDE FOR INVESTIGATIVE PERSONNEL

(For use as attachment to Performance Rating Form No. FD-185)

Name of Employee LEO L. LAUGHLINTitle INSPECTORRating Period: from 4/1/52 to 3/31/53

RATING GUIDE AND CHECK-LIST

Note: Only those items having pertinent bearing on employee's performance should be rated. All employees in same salary grade should be compared.

- Rate items as follows:
- + Outstanding (exceeding excellent and deserving special commendation).
 - ✓ Satisfactory (ranging from good to excellent but not sufficient to rate outstanding).
 - Unsatisfactory.
 - 0 No opportunity to appraise performance during rating period.

Guide for determining adjective rating:

An 'Outstanding' rating cannot be justified unless all elements rated are 'plus', and in addition, of course, supporting comments must comply with the requirements as set out below.

So far as 'Satisfactory' and 'Unsatisfactory' ratings are concerned, it is impossible to provide a mechanical formula for computing the various 'plus', 'check', and 'minus' marks because such would presume equal weight for all elements rated. Good judgment must be exercised to insure that the adjective rating is reasonable in the light of the elements rated. All minus marks must be supported by narrative detail, and of course, all 'Unsatisfactory' ratings must comply with the requirements as set out below.

- + (1) Personal appearance.
- + (2) Personality and effectiveness of his personal contacts.
- + (3) Attitude (including dependability, cooperativeness, loyalty, enthusiasm, amenability and willingness to equitably share work load).
- + (4) Physical fitness (including health, energy, stamina).
- + (5) Resourcefulness and ingenuity.
- + (6) Forcefulness and aggressiveness as required.
- + (7) Judgment, including common sense, ability to arrive at proper conclusions; ability to define objectives.
- + (8) Initiative and the taking of appropriate action on own responsibility.
- ✓ (9) Planning ability and its application to the work.
- + (10) Accuracy and attention to pertinent detail.
- + (11) Industry, including energetic consistent application to duties.
- + (12) Productivity, including amount of acceptable work produced and rate of progress on or completion of assignments. Also consider adherence to deadlines unless failure to meet is attributable to causes beyond employee's control.
- + (13) Knowledge of duties, instructions, rules and regulations, including readiness of comprehension and 'know how' of application.
- 0 (14) Technical or mechanical skills.
- 0 (15) Investigative ability and results:
 - (a) Internal security cases
 - (b) Criminal or general investigative cases
 - (c) Fugitive cases
 - (d) Applicant cases
 - (e) Accounting cases
- 0 (16) Physical surveillance ability.

- ✓ (17) Firearms ability.
- 0 (18) Development of informants and sources of information.
- + (19) Reporting ability:
 - 0 (a) Investigative reports
 - 0 (b) Summary reports
 - + (c) Memos, letters, wires
 (Consider: - conciseness; - clarity; - organization; - thoroughness; - accuracy; - adequacy and pertinency of leads; - administrative detail.)
- 0 (20) Performance as a witness.
- + (21) Executive ability:
 - + (a) Leadership
 - + (b) Ability to handle personnel
 - + (c) Planning
 - + (d) Making decisions
 - + (e) Assignment of work
 - + (f) Training subordinates
 - + (g) Devising procedures
 - + (h) Emotional stability
 - + (i) Promoting high morale
 - + (j) Getting results
- 0 (22) Ability on raids and dangerous assignments:
 - (a) As leader
 - (b) As participant
- ✓ (23) Organizational interest, such as making of suggestions for improvement.
- + (24) Ability to work under pressure.
- + (25) Miscellaneous. Specify and rate:
 - Capability for Additional
 - Responsibility

A. Specify general nature of assignment during most of rating period (such as security, criminal, applicant squad, or as resident Agent, supervisor, instructor, etc.): Administrator - executive - inspector

B. Specify employee's most noteworthy special talents (such as investigator, desk man, research, instructor, speaker): Administrator; speaker; contact man

C. (1) Is employee available for general assignment wherever needs of service require? Yes (If answer is not 'yes', explain in narrative comments.)
 (2) Is employee available for special assignment wherever needs of service require? Yes (If answer is not 'yes', explain in narrative comments.)

D. Has employee had any abnormal sick leave record during rating period? No (If so, explain in narrative comments.)

ADJECTIVE RATING: _____

Outstanding, Satisfactory, Unsatisfactory

March 31, 1953

LEO L. LAUGHLIN
INSPECTOR IN CHARGE
LIAISON-LOYALTY BRANCH
DOMESTIC INTELLIGENCE DIVISION
EOD BUREAU: 12/2/35
GS-16; \$12,000

Mr. Laughlin heads the Liaison-Loyalty Branch of the Domestic Intelligence Division, comprised of two sections, one handling investigations under the Loyalty Program and the other, liaison with government agencies and high government officials, name checks, special memoranda, and the supervision of Legal Attaches and their assistants.

In the absence of the Assistant Director, either Mr. Laughlin or Mr. Hennrich takes charge of the Division. Mr. Laughlin has shown that he is entirely capable in this respect. He is thoroughly experienced and has a broad foundation on which to base decisions. He has a thorough knowledge of Bureau policy.

Mr. Laughlin makes an excellent personal appearance and this, together with his knowledge of the Bureau's work, his quick intelligence and ability to size up a situation, readily makes it possible for him to act as a Bureau contact man in the highest circles with success. He has been representing the Bureau and this Division as the contact with Congressional Committees and has shown the ability and insight to handle such contacts to the best interests of the Bureau.

On January 16, 1953, Mr. Laughlin was criticized for approving a letter of instructions to the Washington Field Office which was improper.

On July 14, 1952, Mr. Laughlin was promoted to GS-16, effective July 20, 1952.

Mr. Laughlin is properly classified as a Bureau executive. He is able to handle a heavy volume of work rapidly and accurately. He gets along well with his fellow employees. His work has been entirely satisfactory during the rating period and he is rated as SATISFACTORY.

L

RECEIPT FOR GOVERNMENT PROPERTY
FEDERAL BUREAU OF INVESTIGATION
UNITED STATES DEPARTMENT OF JUSTICE

2-24-53

I certify that I have received the following Government property for official use:

~~7/9/77~~

Manual of Rules and Regulations # 55
(dated October 24, 1952)

RETURNED

Manual of Rules and Regulations # 228
(dated June 10, 1946)

READ

61
The Government property which you hereby acknowledge is charged to you and you are responsible for taking care of it, and returning it when its use has been completed. **DO NOT MARK OR WRITE ON IT OR MULTILATE IT IN ANY WAY.**

FILE

WFG

FEB

67-NOT RECORDED-11

Very truly yours,

Leo L. Laughlin ⁷⁴²
Leo L. Laughlin, SA

May 13, 1953

Mr. Leo L. Laughlin
Federal Bureau of Investigation
Washington, D. C.

Dear Mr. Laughlin:

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b7D

After carefully considering the facts developed during an inquiry into the handling by the Domestic Intelligence Division of a transcript of testimony given by [redacted] before a Congressional committee, it has been determined that you were seriously at fault in your handling of the matter. When you received the testimony in question you routed it to the supervisor handling confidential informant matters, and he in turn issued instructions to the field relating only to his phase of the over-all problem. It was your responsibility to have seen to it that the transcript was promptly furnished to the Liaison Section where it could have received the thorough and intensive review and analysis in the manner in which previous testimony from Congressional committees has been handled.

When you failed to take this indicated action and did not instruct anyone else to do so, it resulted in a lack of coordination and an absence of definite responsibility for making certain that all the problems raised in the testimony were considered and handled. As you know, the question of the alleged espionage activities by [redacted] were not followed by the Bureau and investigation of them was not made until [redacted] had repeated his testimony at a public hearing several weeks later.

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Failures such as this could result in extreme embarrassment to the Bureau, and it is felt that you should have recognized what action was necessary and promptly taken it. Because of your failure to do so, you are being placed on probation, and it is expected that hereafter matters of this importance will receive more attention by you in order that they may be promptly and adequately handled to completion.

Tolson _____
Ladd _____
Nichols _____
Belmont _____
Clegg _____
Glavin _____
Harbo _____
Rosen _____
Tracy _____
Gandy _____
Mohr _____
Winterrowd _____
Tele. Room _____
Holloman _____
 Sizoo _____
Miss Gandy _____

Movement (Confidential)

Leave (Confidential)

[redacted] (Confidential)

Very truly yours,

J. Edgar Hoover

b6
b7C

John Edgar Hoover
Director

CC: Mr. Belmont (P&C)

Services of Mr. Laughlin should be closely supervised for 90 days, at the expiration of which time a special performance rating should be submitted on him with your recommendations concerning his removal from probation.

264

MAY 22 1953

Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. Glavin

DATE: July 14, 1953

FROM : H. L. Edwards *jr*

SUBJECT: LEO L. LAUGHLIN

Inspector in Charge of Liaison Section
Domestic Intelligence Division

RE: REMOVAL FROM PROBATION

Mr. Laughlin entered on duty 12-2-35 as a Special Agent and is presently in Grade GS-16, \$12,000 per annum. He is being considered for removal from probation.

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By letter dated 5-13-53 he was CENSURED and PLACED ON PROBATION as the result of an inquiry into the handling by the Domestic Intelligence Division of a transcript of testimony given by [] before a Congressional committee. It had been determined that he was seriously at fault in his handling of the matter. It is noted that when Mr. Laughlin received the testimony in question he routed it to the supervisor handling confidential informant matters, and he in turn issued instructions to the field relating only to his phase of the over-all problem. It was Mr. Laughlin's responsibility to have seen to it that the transcript was promptly furnished to the Liaison Section where it could have received the thorough and intensive review and analysis in the manner in which previous testimony from Congressional committees had been handled. When he failed to take this indicated action and did not instruct anyone else to do so, it resulted in a lack of coordination and an absence of definite responsibility for making certain that all the problems raised in the testimony were considered and handled. It is also noted, that the question of the alleged espionage activities by [] were not followed by the Bureau and investigation of them was not made until [] had repeated his testimony at a public hearing several weeks later.

During an inspection of the Domestic Intelligence Division in June, 1953, Mr. Belmont said that on occasions in his absence Mr. Laughlin had taken charge of the Division very capably. He had been used with excellent effect as a contact or liaison representative with Government officials and persons outside the Bureau on matters of delicacy and importance. For example, he was liaison with the Jenner Committee. He was thoroughly grounded in Bureau policy, had good judgment, was able to handle a large volume of work, and was a quick thinker, which, together with his experience, enabled him to represent the Bureau in any field of endeavor. He was an able administrator, handled personnel well, and was capable of handling any job assigned to him by the Bureau. Inspector [] stated he was an aggressive supervisor with a good knowledge of Bureau policy. He carried considerable responsibilities and generally discharge them satisfactorily. He was a hard worker. Inspector [] recommended that he be removed from probation due to his present high standards of performance as evidenced by the inspection.

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*Letter to employer
advising of removal
from probation*

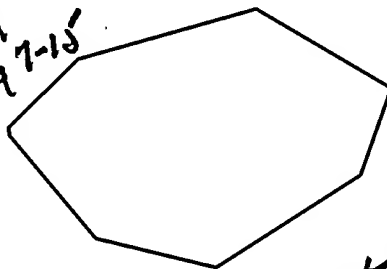
FDH/dar

89 JUL 21 1953

Giles
3/1/54

RECOMMENDATION: It is recommended that Mr. Laughlin be removed from probation at this time.

I agree
WAG
ATG 7-15



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I agree
7/15

I agree
7/15

I agree
4

OK.
h

July 1, 1953

MEMORANDUM FOR THE DIRECTOR

The following Special Agents in Charge are presently on probation:

<u>NAME</u>	<u>OFFICE</u>	<u>DATE</u>	<u>LAST INSPECTION</u>	<u>DATE OF LAST RECHECK</u>
C. E. Weeks	Memphis	2-26-52	4-9-53	_____
	Continued	11-12-52	(Honolulu	
	Continued	4-10-53	Office)	

REASON

Improper supervision of a security investigation in the Honolulu Division. Because of unsatisfactory condition of criminal informant coverage disclosed during inspection dated 10-28-52. Because of his poor judgment in connection with the posed pictures of SA's [] and [] which appeared in the Honolulu press.

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R. N. Hosteny	Springfield	10-30-52		
	Continued	3-10-53	5-15-53	_____
	Continued	6-4-53		

Delinquencies discovered during inspection of the Springfield Office dated 10-1-52. Because of other administrative action taken against him by the Bureau, not characterized as inspection findings.

J. M. Lopez	Birmingham	2-18-53	1-29-53	_____
	Continued	6-8-53	(New Orleans	
			Office)	

Because of not advising the Bureau of the identity of the Senior Resident Agent designated at Monroe, La., or securing Bureau approval for his designation in accordance with Bureau regulations. Due to recent inspection.

L. L. LAUGHLIN

22 AUG 5 1953

C. H. Carson Atlanta 3-3-53 5-8-53
Continued 6-4-53 (Los Angeles
Continued 6-12-53 Office)

In view of the inept manner in which he had carried out the responsibilities of the Los Angeles Division. Because of delinquencies found in the Los Angeles office. Because of his poor showing while he was SAC at Los Angeles and needed improvements in the Atlanta Division.

A. C. Schlenker Savannah 3-6-53 12-19-52 Under inspection as of
6-19-53

Because of the unsatisfactory manner and inexcusable delays which accrued in connection with the investigation by the Savannah Division of the Civil rights matters involving [REDACTED]

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R. A. Newby Quantico 4-7-53 _____
(Training &
Inspection
Division)

Failure to devote proper attention to handling of duties and responsibilities in connection with the inspection of the Louisville Division.

E. L. Boyle Louisville 4-9-53 3-17-53 _____

Delinquencies and weaknesses discovered during inspection of the Louisville Office.

D. S. Hostetter Newark 4-14-53 3-11-53
(Boston
Office)

Because of delinquencies discovered during inspection of the Boston Office.

J. K. Mumford Dallas 4-22-53 4-21-53 _____

Because of an incident which occurred on the afternoon of 4-10-53, when an Agent of the Dallas Office attempted to apprehend [REDACTED] a Fugitive - Deserter.

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b7C

A. Cornelius, Jr. Salt Lake City 6-10-53 3-19-53 5-4-53

Because of his failure to promptly notify the Bureau concerning the loss of a surveillance on [] by agents of the Salt Lake City Office.

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J. E. Thornton St. Louis 6-18-53 3-2-53

Because of the way in which the matter involving obtaining air conditioning equipment for the St. Louis Division was handled.

D. K. Brown San Francisco (Ordered to Albany as SAC) 6-22-53 5-27-53 (San Francisco Office)

Because of poor contacts discovered during recent inspection.

SEAT OF GOVERNMENT OFFICIALS (INCLUDING SECTION CHIEFS) ON PROBATION

<u>NAME</u>	<u>TITLE</u>	<u>DATE</u>
L. L. Laughlin	Inspector in Charge of Security Section	5-13-53

REASON

Failure to furnish Liaison Section with a transcript of testimony given by [] before a Congressional committee.

S. B. Donahoe Number One Man of Espionage Unit 5-13-53

REASON

Failure to issue specific orders to supervisors regarding the handling of certain testimony given by [] before a Congressional committee indicating the possibility of espionage.

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b7C

Respectfully,

W. R. Glavin

NAME: LEO. L. LAUGHLIN

INSPECTOR

EOD: December 2, 1935

GS-16

\$12,000

Assistant Director
Belmont:

Mr. Laughlin is in charge of the Liaison Branch of the Domestic Intelligence Division and, consequently, has supervision over the Liaison Section and the Employees Security Section. On occasions in my absence he takes charge of the Division very capably. He makes an excellent appearance and has been used with excellent effect as a contact or liaison representative with Government officials and persons outside the Bureau on matters of delicacy and importance. For example, he is liaison with the Jenner Committee. He is thoroughly grounded in Bureau policy, has good judgment, is able to handle a large volume of work, and is a quick thinker, which, together with his experience, enables him to represent the Bureau in any field of endeavor. He is an able administrator, handles personnel well, and is capable of handling any job assigned to him by the Bureau. He was placed on probation on May 13, 1953, for failure to handle properly a transcript of testimony given before a Congressional Committee. He is rated Satisfactory.

INSPECTOR STEIN:

Laughlin is an aggressive supervisor with a good knowledge of Bureau policy. He carries considerable responsibilities and generally discharges them satisfactorily. He is a very hard worker.

It is recommended that he be removed from probation due to his present high standards of performance as evidenced by the inspection recently completed.

Inspection Report
Domestic Intelligence Division
Inspector C. W. Stein
June 11, 1953

CWS:EHV

89 JUL 21 1953

NOT RECORDED-11

7/12/53
JW
Paw. files - 51

Usilton
Clark wec

7/14/53 re: removal from probation

June 2, 1953

MEMORANDUM FOR THE DIRECTOR

The following Special Agents in Charge are presently on probation:

<u>NAME</u>	<u>OFFICE</u>	<u>DATE</u>	<u>LAST INSPECTION</u>	<u>DATE OF LAST RECHECK</u>
C. E. Weeks	Honolulu	2-26-52	4-9-53	_____
	Continued	11-12-52		
	Continued	4-10-53		
	(Ordered to Memphis as SAC)			

(L. L. LAUGHLIN)

REASON

Improper supervision of a security investigation in the Honolulu Division. Because of unsatisfactory condition of criminal informant coverage disclosed during inspection dated 10-28-52. Because of his poor judgment in connection with the posed pictures of SA's [redacted] which appeared in the Honolulu press. [redacted]

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b7C

R. N. Hosteny	Springfield	10-30-52		
	Continued	3-10-53	5-15-53	_____
	(Per memo dated 6-1-53 he is being recommended for removal from probation)			

Delinquencies discovered during inspection of the Springfield Office dated 10-1-52.

J. M. Lopez	Birmingham	2-18-53	1-29-53	_____
			(New Orleans Office)	

Because of not advising the Bureau of the identity of the Senior Resident Agent designated at Monroe, La., or securing Bureau approval for his designation in accordance with Bureau regulations.

22 AUG 5 1953

C. HL Carson Atlanta 3-3-53 5-8-53
(Los Angeles
Office)

In view of the inept manner in which he had carried out the responsibilities of the Los Angeles Division.

A. C. Schlenker Savannah 3-6-53 12-19-52

Because of the unsatisfactory manner and inexcusable delays which occurred in connection with the investigation by the Savannah Division of the Civil rights matters involving [redacted]

b6
b7C

R. C. Godfrey San Juan 3-27-53 3-17-53 Under inspection as of
5-29-53

Because of certain findings by Inspector Van Pelt as a result of his recent analysis of the operations of the San Juan Division.

R. A. Newby Quantico 4-7-53
(Training &
Inspection
Division)

Failure to devote proper attention to handling of duties and responsibilities in connection with the inspection of the Louisville Division.

E. L. Boyle Louisville 4-9-53 3-17-53

Delinquencies and weaknesses discovered during inspection of the Louisville Office.

D. S. Hostetter Newark 4-14-53 3-11-53
(Boston
Office)

Because of delinquencies discovered during inspection of the Boston Office.

J. K. Mumford Dallas 4-22-53 4-21-53

Because of an incident which occurred on the afternoon of 4-10-53. When an Agent of the Dallas Office attempted to apprehend [redacted] a Fugitive - Deserter.

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SEAT OF GOVERNMENT OFFICIALS (INCLUDING SECTION CHIEFS) ON PROBATION

<u>NAME</u>	<u>TITLE</u>	<u>DATE</u>
W. V. Cleveland	Number One Man to Mr. Belmont	3-12-53

REASON

Failure to report to his immediate supervisor, an incident which resulted in a complaint to the Arlington County Police Department.

L. L. Laughlin	Inspector in Charge of Security Section	5-13-53
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Failure to furnish Liaison Section with a transcript of testimony given by [redacted] before a Congressional committee.

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S. B. Donahoe	Number One Man of Espionage Unit	5-13-53
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Failure to issue specific orders to supervisors regarding the handling of certain testimony given by [redacted] before a Congressional committee indicating the possibility of espionage.

Respectfully,

W. R. Glavin

July 16, 1953

Mr. Leo L. Laughlin
Federal Bureau of Investigation
Washington, D. C.

Dear Mr. Laughlin:

The Bureau is pleased to advise you that you are
being removed from a probationary status.

Sincerely yours,

J. Edgar Hoover
John Edgar Hoover
Director

FDH:RI

cc - Mr. Belmont (Confidential)
Movement n
Leave n

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b7C

[redacted] (sent direct)

JUL 16 4 42 PM '53
RECEIVED BUREAU
FBI

Tolson _____
Ladd _____
Nichols _____
Belmont _____
Clegg _____
Glavin _____
Harbo _____
Rosen _____
Tracy _____
Laughlin _____
Mohr _____
Tele. Rm. _____
Holloman _____
Gandy _____

RECEIVED - FBI
JUL 16 1953

67-	266
SEARCHED	INDEXED
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JUL 16 5 22 PM '53	
FEDERAL BUREAU OF INVESTIGATION	
U. S. DEPT. OF JUSTICE	

COMM - FBI
JUL 16 1953
MAILED 23

Wm. J. [unclear] (741)

September 9, 1953

MEMORANDUM FOR MR. TOLSON

Today I saw Inspector Leo L. Laughlin incident to his designation as Special Agent in Charge of the Washington Field Office.

I outlined to Mr. Laughlin some of the problems which have given me concern in the administration of the Washington Field Office. I informed him that I was particularly concerned about the inadequacy of the informant coverage, both in the criminal and subversive fields. I pointed out to him that I thought the Bureau ought to develop stronger informant coverage in the criminal field and not be completely dependent upon the local police department as we have been in the past.

I also called his attention to the large number of deadlines which had been missed and the need for eliminating this deficiency.

I informed him that we had recently transferred six of the better-qualified Special Agents in criminal work to the Washington Field Office and I wanted him to give special attention towards steering the criminal squad of that Office.

I also discussed with him the problem of overtime and the difficulty which I had originally with the Washington Field Office. I pointed out that I was not interested in the amount of overtime that was being put in by individual Agents but that I did want equality upon the part of all when overtime was necessary.

I discussed with him the stenographic and typing situation in the Washington Field Office and the need for intensive training of stenographers and typists so that their ability would be such that they could properly handle their work.

I mentioned to him the incident of the testimonial dinner extended to former SAC Hood by the Washington Field Office, when several ex-employees of the Department of Justice were invited, pointing out that these ex-employees had been most hostile in their attitude to my administration of the Bureau.

Tolson _____
Ladd _____
Nichols _____
Belmont _____
Clegg _____
Glavin _____
Harbo _____
Rosen _____
Tracy _____
Laughlin _____
Mohr _____
Tele. Rm. _____
Holloman _____
Gandy _____

SEP 12 1953

67-4571-267
13 SEP 10 1953
FBI - WASHINGTON

WJ

I discussed with Mr. Laughlin the D. C. Police situation, calling his attention to the incident a year or so ago in the bank robbery case, wherein the police department obtained a confession without advising the Bureau, even though we had worked together on the case. I also called his attention to the recent theft of five revolvers from Agents of this Bureau and the publicity given to it through the D. C. Police Department. I also called his attention to our recent difficulty with [redacted] in charge of the Vice Squad, incident to the information furnished to us by [redacted] about the Russian Ambassador.

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I discussed with him the relationship which I desired to have prevail with the U. S. Attorney, Mr. Rover.

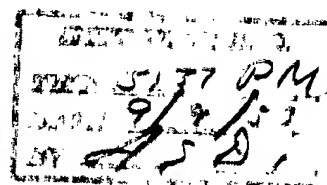
I told Mr. Laughlin that I wanted him to immediately check over his executive staff in the Washington Field Division and that I would make any replacements that he thought were necessary.

I also stressed the importance of his giving careful, personal attention to the supervision of the Johnson Case and the Mayock Case and stated he should be prepared for the handling in the future of graft and corruption cases arising out of the Treasury Department.

Very truly yours,

J. E. H.

John Edgar Hoover
Director



JEH:mpd

Tolson _____
Ladd _____
Nichols _____
Belmont _____
Clegg _____
Glavin _____
Harbo _____
Rosen _____
Tracy _____
Laughlin _____
Mohr _____
Tele. Rm. _____
Holloman _____
Gandy _____

COPY 97

OFFICE MEMORANDUM UNITED STATES GOVERNMENT

TO : THE DIRECTOR

DATE: 8/17/53

FROM : J. P. MOHR

SUBJECT: PERSONNEL CHANGES

In accordance with your request, I have given further consideration to the designation of an SAC for the Washington Field Office. The three names that I previously submitted to you I considered to be the best possible selections from the present field SAC staff. They were in the order of my selection, SAC J. C. Ellsworth of Oklahoma City, SAC James Earl Milnes of New Orleans and SAC Joseph J. Casper of New Haven.

I have previously considered potentialities from the Seat of Government and had rejected them because four of the men considered presently occupy Grade GS-16 positions at the Seat of Government. All four have had previous experience as an SAC in the field. They are as follows:

1. FRANK C. HOLLOMAN, Director's Office

Mr. Holloman initially entered on duty as a Special Agent on June 7, 1937, and resigned effective May 17, 1946. He was reinstated on April 21, 1948 and is presently in Grade GS-16, \$12,000 per annum. He is 39 years of age, married and has two children. He has a Bachelor of Laws Degree. His offices of preference are Memphis, New Orleans and Birmingham. Prior to Mr. Holloman's resignation from the service, he served as Acting SAC at the office we formerly had at Jackson, Mississippi, from October 10, 1943 to February 7, 1944, when he was designated Acting SAC at Atlanta. On February 16, 1944 transferred to Cincinnati as SAC on April 9, 1945, which position he occupied until he resigned effective May 17, 1946. He resigned because of the impossibility of finding suitable living quarters in Cincinnati for his family and he no longer desired to be separated from them. Since being reinstated in the Bureau's service, in addition to serving in the Louisville and Los Angeles Offices, he served in Mr. Nichols' Office and has been assigned to your office since February 17, 1952. He has an excellent record in the Bureau's service although he was censured in April 1953 when he approved two memoranda which contained a number of glaring errors. There is attached a permanent brief of Mr. Holloman's file.

I believe Mr. Holloman has the qualifications and the ability to adequately discharge the position of SAC of the Washington Field Office.

12 SEP 17 1953

JPM:DW

ORIGINAL FILED IN

2. EDMUND D. MASON, Training and Inspection Division

Mr. Mason entered on duty as a clerical employee on July 29, 1940 and was appointed to the position of Special Agent on July 14, 1941. He is presently in Grade GS-16, \$12,000 per annum. He is 38 years of age, married and has two children. He has a Bachelor of Commercial Science Degree. He has no office of preference. Mr. Mason served as ASAC at Richmond and was designated SAC at Savannah on September 30, 1948, where he remained until he was designated SAC at Miami on July 31, 1950. He was designated as #1 Man to Mr. Clegg on April 22, 1951. He was last censured on July 21, 1952 for the serious errors which existed in a memorandum which was submitted to the Director concerning an inspection of the Identification Division. There is attached a permanent brief of Mr. Mason's file.

I think in view of the fact Mr. Mason was successful in operating an office as large as the Miami Division, he should have no difficulty in functioning as SAC of the Washington Field Office.

3. LEO L. LAUGHLIN, Inspector in Charge of the Liaison Section, Domestic Intelligence Division.

Mr. Laughlin entered on duty as a Special Agent on December 2, 1935 and is presently in Grade GS-16, \$12,000 per annum. He is 42 years of age, married and has four children. He has Bachelor of Arts and Laws Degrees. He has no office of preference. He has served as ASAC at St. Paul and Baltimore and has served as SA of the Providence Office from June 21, 1945 until October 15, 1945. Mr. Laughlin was last censured and placed on probation on May 13, 1953 as a result of the mishandling of the transcript of the testimony given by Thad Mason before a Congressional Committee. Mr. Laughlin was removed from probation on July 16, 1953. There is attached a permanent brief of Mr. Laughlin's file.

I think Mr. Laughlin has the ability and personal qualifications to adequately handle the position of SAC in the Washington Field Office.

4. CARL E. HENNRICH, Inspector in Charge of the Espionage Section, Domestic Intelligence Division.

Mr. Hennrich entered on duty as a clerical employee February 3, 1934 and was appointed to the position of Special Agent on October 7, 1935. He is presently in Grade GS-16, \$12,000 per annum. He is 44 years of age, married and has two children. He has a Bachelor of Laws Degree. His office of preference is Washington D. C. He served as SAC at Richmond, Norfolk and Boston and for a considerable period of time as ASAC of the Washington Field Office. He was relieved of his duties as SAC while serving in Boston Division when he was transferred to Washington, D. C.

at his own request due to his wife's mental illness. His file reflects he has indicated he is available for any assignment the Bureau desired to give him. Since February 1953 he has been censured four times for the mishandling of matters in the Espionage Section of the Domestic Intelligence Division. There is attached a permanent brief of his file.

I feel that Mr. Hennrich has the ability to adequately handle the duties of SAC of the Washington Field Office.

I have given consideration to one other possibility and that is the inspection staff of the Training and Inspection Division. Inspector J. H. Williams appears to have potentialities for handling the job of SAC of the Washington Field Office.

Mr. Williams entered on duty as a Special Agent on November 1, 1938 and is presently in Grade GS-15 \$10,800 per annum. He is 41 years of age and divorced. He has Bachelor of Arts and Laws Degrees. He has no office of preference. He has served as ASAC at Knoxville and Norfolk in addition to Detroit and as SAC at Mobile and Anchorage. He has been an Inspector in the Training and Inspection Division since December 10, 1952. Mr. Williams has an excellent record in the Bureau's service and I think that he has the capabilities of discharging the responsibilities of SAC in the Washington Field Office. There is attached a permanent brief of his file.

RECOMMENDATION

I think that SAC J. E. Milnes of the New Orleans Division is an excellent prospect for the position of SAC of the Washington Field Office and I recommend he be favorably considered for that position.

September 9, 1953

**MEMORANDUM FOR MR. TOLSON
MR. GLAVIN**

I would like instructions issued immediately
designating Inspector Leo L. Laughlin in charge of the Washington
Field Office.

Very truly yours,

J. E. H.

John Edgar Hoover
Director

SENT FROM D. O.
TIME <u>4:17</u>
DATE <u>9-9-53</u>
BY <u>huv</u>

JEH:mpd

Tolson _____
Ladd _____
Nichols _____
Belmont _____
Clegg _____
Glavin _____
Harbo _____
Rosen _____
Tracy _____
Laughlin _____
Mohr _____
Tele. Rm. _____
Holloman _____
Gandy _____

17 SEP 11 1953

67-	268
11 SEP 10	

[Signature]

September 9, 1953

Mr. Leo L. Longelin
Federal Bureau of Investigation
Washington, D. C.

Dear Mr. Longelin:

You are hereby directed to report, within business
hours, to the Washington Field Office. You are to
assume the duties of Special Agent in Charge of that office.

Sincerely yours,

J. Edgar Hoover

John Edgar Hoover
Director

Washington Field (PAC)

Mr. Belmont (PAC)

Mr. L. B. Nichols

Mr. Clegg

Mrs. Wackerman

Miss Gailton

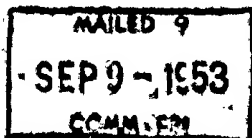
Mrs. Clark

Voucher Section

Movement Section

WRG:pac

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Miss Gandy _____



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U. S. DEPT. OF JUSTICE
SEP 9 5 11 PM '53

67-	269
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12 SEP 11 1953	
FEDERAL BUREAU OF INVESTIGATION	

SEP 15 1953

Handwritten signature/initials

September 14, 1953

MEMORANDUM FOR MR. TOLSON
MR. NICHOLS

Incident to the designation of Mr. Leo Laughlin
as SAC of the Washington Field Office, it is my desire that
speeches in the District of Columbia be assigned to Mr. Laughlin
rather than to any official of the Bureau at headquarters, unless
there is some specifically good reason to the contrary.

Very truly yours,

J. E. H.

John Edgar Hoover
Director

SENT FROM D. O.
TIME 11:40 AM
DATE 9/19/53
BY HSD

JEH:mpd

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153
SEP 22 1953

67-50114-270
Searched _____
Numbered _____
12 15 1953
FEDERAL BUREAU OF INVESTIGATION

SEP 15 1953

Handwritten signature/initials



In Reply, Please Refer to
File No.

UNITED STATES DEPARTMENT OF JUSTICE

FEDERAL BUREAU OF INVESTIGATION
WASHINGTON FIELD OFFICE
506 OLD POST OFFICE BUILDING
WASHINGTON, D. C.

September 14, 1953

Director, FBI

Dear Sir:

NOTICE OF ARRIVAL OR DEPARTURE OF
EMPLOYEES ON SPECIAL OR COURT ASSIGNMENTS;
ALSO NOTICE OF ARRIVAL OR DEPARTURE OF EMPLOYEES ON TRANSFER

NAME Leo L. LaughlinOFFICE OF ASSIGNMENT WFONATURE AND DURATION OF ASSIGNMENT SACARRIVED 8:15 AM., 9/14/53
(Time and Date)

REPORTED FOR DUTY (necessary only for arrivals on transfer):

8:15 AM., 9/14/53

DEPARTED _____

DESTINATION _____

Following information to be furnished only when an employee
arrives your office, on transfer:

PERSON TO BE NOTIFIED IN CASE OF AN EMERGENCY:NAME Mrs. Leo L. LaughlinADDRESS 512 Linden Lane, Falls Church, Va.RELATIONSHIP Wife

Very truly yours,

L. L. Laughlin
L. L. LAUGHLIN
SAC

LIL:EM

157
17 SEP 16 1953NOT RECORDED-1
[Signature]

39-600

REC'D - CH. CLK.
F.B.I.
U.S. DEPT. OF JUSTICE

SEP 15 10:59 AM '58

RECEIPT FOR GOVERNMENT PROPERTY
FEDERAL BUREAU OF INVESTIGATION
UNITED STATES DEPARTMENT OF JUSTICE

September 11, 1953

I certify that I have ~~received~~ the following Government property for official use:
returned

Manual of Instructions #7512 Vol. I, II, III

Supervisors Manual #309

Manual of Rules & Regulations # 55

READ

The Government property which you hereby acknowledge
is charged to you and you are responsible for taking
care of it and returning it when its use has been
completed. DO NOT MARK OR WRITE ON IT OR MULTILATE
IT IN ANY WAY. 157

FILE

WRG

PR

Very truly yours,
L. L. Laughlin
L. L. Laughlin, SA

Leo L. Laughlin Heads FBI Office in District; On Staff Since 1935

Leo J. Laughlin, assigned to the Federal Bureau of Investigation headquarters staff here since 1945, yesterday was named special agent in charge of the Washington field office.

The attorney, a native of Pennsylvania and law graduate



LEO L. LAUGHLIN.

of Catholic University, lives at 512 Linden lane, Falls Church, with his wife and four children.

He succeeds Richard Hood, who resigned a few weeks ago to take a position with the Union Railroad in Pittsburgh.

Mr. Laughlin went to the bureau in 1935 immediately after his graduation from law school. He has served in Boston, New York, Cincinnati, Baltimore, St. Paul and Providence, R. I.

He was born in Shenandoah, Pa., 43 years ago yesterday, attended St. Joseph's High School in Girardville and received his bachelor of arts degree at Catholic University in 1932 before entering law school.

Tolson ☒
Ladd ☒
Nichols ☒
Belmont ☒
Clegg ☒
Glavin ☒
Harbo ☒
Rosen ☒
Tracy ☒
Gearty ☒
Mohr ☒
Winterrowd ☒
Tele. Room ☒
Holloman ☒
Miss Gandy ☒

*file
pennell
m*

Times-Herald _____

Wash. Post _____

Wash. News _____

Wash. Star _____

N.Y. Herald Tribune _____

N.Y. Mirror _____

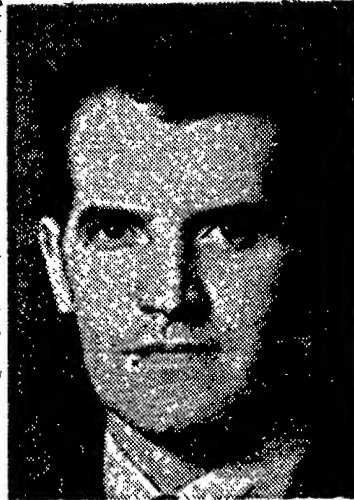
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B-18

Date: SEP 11 1953

152/49
89 SEP 17 1953

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 Miss Gandy _____

Heads FBI Here



Leo Laughlin, 43, of 512 Linden Lane, Falls Church, has been named special agent in charge of the FBI's Washington field office. He was graduated from Catholic University in 1932, got his law degree there in 1935, and has been with the FBI ever since. He has been assigned to the FBI's staff here since 1945. Mr. Laughlin is married and has four children.

Times-Herald _____
 Wash. Post _____
 Wash. News 9 _____
 Wash. Star _____
 N.Y. Herald Tribune _____
 N.Y. Mirror _____

Date: SEP 11 1953

Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. Tolson

DATE: Sept. 11, 1953

FROM : L. B. Nichols *LB Nichols*

SUBJECT:

Tolson _____
 Ladd _____
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 Belmont _____
 Clegg _____
 Glavin _____
 Harbo _____
 Rosen _____
 Tracy _____
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 Sizoo _____
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For record purposes, attached is a copy of a press release furnished orally by [] at my instructions for the Associated Press, United Press, International News Service and to the Washington Star, Times Herald, Washington Daily News and finally the Washington Post regarding the designation of Leo Laughlin as Special Agent in Charge of the Washington Field Office.

b6
b7C

A clipping of the article appearing in the Washington Star for September 10, 1953, is also attached.

Attachments

21 ENCL.

cc - []

b6
b7C

JJM:JAH

157/49
89 SEP 17 1953

RECORDED - 55

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Searched	101
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12 SEP 15 1953	
FEDERAL BUREAU OF INVESTIGATION	

THAN 5/8
SEP 17 1953

September 10, 1953

Leo L. Laughlin, age 43, assigned to the Headquarters staff of the Federal Bureau of Investigation since 1945, has been designated as Special Agent in Charge of the Washington Field Office of the FBI covering the District of Columbia.


Mr. Laughlin became a Special Agent of the FBI on December 2, 1935, and served in the Boston, New York, Newark and Cincinnati Offices. In 1944 he was designated as Assistant Special Agent in Charge of the St. Paul Office, and he also served as Assistant Special Agent in Charge of the Bureau field office at Baltimore. He was Special Agent in Charge at Providence, Rhode Island, during 1945 and subsequently was assigned to the Washington Headquarters staff of the Bureau.

Mr. Laughlin was born at Shenandoah, Pennsylvania, on September 10, 1910, and received his primary education at St. Joseph's High School, Girardville, Pennsylvania. He graduated from the Catholic University of America at Washington, D. C. with an A.B. degree in 1932 and received his LL.B. degree from the Catholic University School of Law in 1935.

Married and the father of four children, Mr. Laughlin resides at 512 Linden Lane, Falls Church, Virginia.

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ENCLOSURE



Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. Nichols ✓

FROM : M. A. Jones

SUBJECT: SPEAKING ENGAGEMENTS

DATE September 11, 1953

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 Ladd _____
 Nichols _____
 Belmont _____
 Clegg _____
 Glavin _____
 Harbo _____
 Rosen _____
 Tracy _____
 Gearty _____
 Mohr _____
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 Sizoo _____
 Miss Gandy _____

Leo Laughlin

We have reviewed the speeches assigned to Crime Records Agents and the Washington Field Office. It is felt that none of these speeches should be transferred to SAC Laughlin.

It is noted that on November 2, Mr. Laughlin has a speech before the U. S. Naval Reserve Officers Conference, Washington, D. C. It is felt that he should keep this appointment.

It is noted that, in addition, we assigned him a speech before the Cleveland Park Club, Highland Place and 35th Place, Washington, D. C., on March 16, 1954.

RECOMMENDATION:

It is recommended that the attached letter be forwarded to SAC Laughlin.

Attachment *Leut*
 cc - Mr. Belmont

ECK:mn *md*

RECORDED-24

67-58420-272	
Searched	_____
Numbered	180
SEP 22 1953	
FEDERAL BUREAU OF INVESTIGATION	

md
 89 SEP 25 1953

**FEDERAL BUREAU OF INVESTIGATION
UNITED STATES DEPARTMENT OF JUSTICE**

REPORT OF PERFORMANCE RATING

*Inspector
Hunt*

Name of Employee: LEO L. LAUGHLIN

Where Assigned: DOMESTIC INTELLIGENCE DIV. FRONT OFFICE
(Division) (Section, Unit)

Payroll Title: INSPECTOR IN CHARGE, INTERNAL SECURITY-LIAISON BRANCH

Rating Period: from 4/1/53 to 9/11/53

ADJECTIVE RATING: SATISFACTORY
Outstanding, Satisfactory, Unsatisfactory

Employee's
Initials
L

Rated by: *As Belmont* ASSISTANT DIRECTOR 9/11/53
Signature Title Date

Reviewed by: *Donald* ASSISTANT TO DIR. 9/11/53
Signature Title Date

Rating approved by: *R. Glavin* Assistant Director, OCT 14 1953
Signature Federal Bureau of Investigation Title Date

TYPE OF REPORT

() Official
() Annual

(X) Administrative

() 60-day

(X) Transfer

() Separation from service

() Special Agent in Charge

20 OCT 19 1953

67-58420-273
102
OCT 14 1953
3-g

PERFORMANCE RATING GUIDE FOR INVESTIGATIVE PERSONNEL

(For use as attachment to Performance Rating Form No. FD-185)

Name of Employee LEO L. LAUGHLINTitle InspectorRating Period: from 4/1/53 to 9/11/53

RATING GUIDE AND CHECK-LIST

Note: Only those items having pertinent bearing on employee's performance should be rated. All employees in same salary grade should be compared. Rate items as follows:

- + Outstanding (exceeding excellent and deserving special commendation).
✓ Satisfactory (ranging from good to excellent but not sufficient to rate outstanding).
- Unsatisfactory.
0 No opportunity to appraise performance during rating period.

Guide for determining adjective rating:

An 'Outstanding' rating cannot be justified unless all elements rated are 'plus', and in addition, of course, supporting comments must comply with the requirements as set out below.

So far as 'Satisfactory' and 'Unsatisfactory' ratings are concerned, it is impossible to provide a mechanical formula for computing the various 'plus', 'check', and 'minus' marks because such would presume equal weight for all elements rated. Good judgment must be exercised to insure that the adjective rating is reasonable in the light of the elements rated. All minus marks must be supported by narrative detail, and of course, all 'Unsatisfactory' ratings must comply with the requirements as set out below.

- + (1) Personal appearance.
+ (2) Personality and effectiveness of his personal contacts.
+ (3) Attitude (including dependability, cooperativeness, loyalty, enthusiasm, amenability and willingness to equitably share work load).
+ (4) Physical fitness (including health, energy, stamina).
+ (5) Resourcefulness and ingenuity.
+ (6) Forcefulness and aggressiveness as required.
+ (7) Judgment, including common sense, ability to arrive at proper conclusions; ability to define objectives.
+ (8) Initiative and the taking of appropriate action on own responsibility.
✓ (9) Planning ability and its application to the work.
+ (10) Accuracy and attention to pertinent detail.
+ (11) Industry, including energetic consistent application to duties.
+ (12) Productivity, including amount of acceptable work produced and rate of progress on or completion of assignments. Also consider adherence to deadlines unless failure to meet is attributable to causes beyond employee's control.
+ (13) Knowledge of duties, instructions, rules and regulations, including readiness of comprehension and 'knowhow' of application.
0 (14) Technical or mechanical skills.
0 (15) Investigative ability and results:
 (a) Internal security cases
 (b) Criminal or general investigative cases
 (c) Fugitive cases
 (d) Applicant cases
 (e) Accounting cases
0 (16) Physical surveillance ability.

- ✓ (17) Firearms ability.
0 (18) Development of informants and sources of information.
+ (19) Reporting ability:
 0 (a) Investigative reports
 0 (b) Summary reports
 + (c) Memos, letters, wires
 (Consider: conciseness; clarity; organization; thoroughness; accuracy; adequacy and pertinency of leads; administrative detail.)
0 (20) Performance as a witness.
+ (21) Executive ability:
 + (a) Leadership
 + (b) Ability to handle personnel
 + (c) Planning
 + (d) Making decisions
 + (e) Assignment of work
 + (f) Training subordinates
 + (g) Devising procedures
 + (h) Emotional stability
 + (i) Promoting high morale
 + (j) Getting results
0 (22) Ability on raids and dangerous assignments:
 (a) As leader
 (b) As participant
✓ (23) Organizational interest, such as making of suggestions for improvement.
+ (24) Ability to work under pressure.
 (25) Miscellaneous. Specify and rate:

+ Capability for additional responsibility

A. Specify general nature of assignment during most of rating period (such as security, criminal, applicant squad, or as resident Agent, supervisor, instructor, etc.): Administrator - Executive - Inspector

B. Specify employee's most noteworthy special talents (such as investigator, desk man, research, instructor, speaker): Administrator - Contact Man - Speaker

C. (1) Is employee available for general assignment wherever needs of service require? Yes (If answer is not 'yes', explain in narrative comments.)
 (2) Is employee available for special assignment wherever needs of service require? Yes (If answer is not 'yes', explain in narrative comments.)

D. Has employee had any abnormal sick leave record during rating period? No (If so, explain in narrative comments.)

ADJECTIVE RATING: SATISFACTORY

Outstanding, Satisfactory, Unsatisfactory

September 11, 1953

RE: LEO L. LAUGHLIN
INSPECTOR IN CHARGE
INTERNAL SECURITY-LIAISON BRANCH
EOD BUREAU: 12/2/35
GS-16; \$12,000

This special efficiency report is being written because of the transfer of Mr. Laughlin to the Washington Field Office as SAC.

Mr. Laughlin has continued to handle the work in this Division in an above average fashion. He was in charge of the Liaison-Loyalty Branch of the Domestic Intelligence Division until recently when the Loyalty Section was transferred to the Investigative Division. Thereafter, he was in charge of the Internal Security-Liaison Branch.

On May 13, 1953, Mr. Laughlin was placed on probation in connection with the handling of the testimony of [redacted] before a Congressional Committee. He was removed from probation by letter dated July 16, 1953.

b6
b7C

Mr. Laughlin is a thoroughly experienced Bureau executive who knows Bureau policy in detail and is capable of handling any type of Bureau work. The comments contained in the annual efficiency report of March 31, 1953, continue to apply. He is rated Satisfactory.

L

Office Memorandum • UNITED STATES GOVERNMENT

TO : SAC, Washington Field Office

DATE: October 13, 1953

FROM : DIRECTOR, FBI

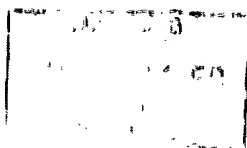
SUBJECT: U. S. Treasury Check No. 22,113,516
Payee: Leo L. Laughlin
Amount: \$1,280.47

Transmitted herewith is the above-captioned check covering payment of the following described vouchers containing Confidential Items:

<u>Date of Voucher</u>	<u>Amount</u>	<u>Remarks</u>
10-6-53	\$1,280.47	

Enclosure
Registered
Return Receipt Requested

JSJ/pcs
per



20 OCT 14 1953

OCT 13 1953
FBI
WASHINGTON
RECEIVED

JSJ

284

November 20, 1953

PERSONAL AND CONFIDENTIAL

Mr. Leo L. Laughlin
Federal Bureau of Investigation
576 Old Post Office Building
Washington 25, D. C.

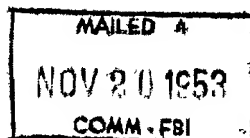
Dear Laughlin:

You were very thoughtful to send me your letter of November 18, and I certainly do appreciate your comments regarding my testimony. Your kind words mean a great deal to me, and I am truly grateful.

Sincerely,

J. E. H.

NOTE: Correspondent is SAC at Washington Field Office.



Tolson
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Nichols
Belmont
Clegg
Glavin
Harbo
Rosen
Tracy
Gearty
Mohr
Winterrowd
Tele. Room
Holloman
Sizoo
Miss Gandy

RHD:grsdep

NOV 20 1953

RECEIVED READING ROOM
NOV 20 1 21 PM '53
NOV 20 1953

Mr. Tolson	✓
Mr. Ladd	✓
Mr. Nichols	✓
Mr. Belmont	✓
Mr. Clegg	✓
Mr. Glavin	✓
Mr. Harbo	✓
Mr. Rosen	✓
Mr. Tracy	✓
Mr. Mohr	✓
Mr. Trotter	✓
1959 Winterrowd	✓
Tele. Room	✓
Mr. Holloman	✓
Miss Gandy	✓

November 18,

Dear Mr. Hoover:

I did want to tell you how much I enjoyed your testimony yesterday before the Senate Subcommittee on Internal Security.

Your crystal clear and concise presentation of the facts was outstanding, and I am sure you left no doubt in the mind of any real true American of the activities of the Bureau in the Harry Dexter White case.

Occasions such as yesterday's illustrate to the public a fact which we who have had the pleasure of working with you know so well, that is, your dynamic personality and the leadership which you give to the FBI.

Congratulations on a truly magnificent presentation.

Sincerely,

Leo L. Laughlin
Leo L. Laughlin

Mr. John Edgar Hoover
Director
Federal Bureau of Investigation
Washington, D. C.

RECORDED-70

67-58420-274
Searched
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FEDERAL BUREAU OF INVESTIGATION

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FILE

11-27-53

REPORT FOR GOVERNMENT PROPERTY
FEDERAL BUREAU OF INVESTIGATION
UNITED STATES DEPARTMENT OF JUSTICE

CC-5a

Nov 16, 1953

I certify that I have received the following Government property for official use:
~~returned~~

New Commission Card with case # 79

SAC

RETURNED

Old Commission Card with case # 79

INSP

R E A D

The Government property which you hereby acknowledge is charged to you and you are responsible for taking care of it and returning it when its use has been completed. DO NOT MARK OR WRITE ON IT OR MUTILATE IT IN ANY WAY.

Very truly yours,

Leo L. Laughlin
Leo L. Laughlin
Special Agent

30 NOV 18 1953

(167)

112

58420

IS

67-NOT

Handwritten: 70H
November 30, 1953

MEMORANDUM FOR MR. TOLSON

On November 27, 1953, I saw Special Agent in Charge Leo L. Laughlin of the Washington Field Office. Mr. Laughlin stated he believed that progress was being made in the administration of that Office and he felt the morale and discipline were satisfactory. He further stated he believed his supervisory staff was competent and he was satisfied with the services of the ASAC, Mr. Fletcher.

I pointed out to Mr. Laughlin that it was imperative that the supervisory staff be not only technically competent but sufficiently forceful and aggressive in the supervision of the work assigned to them, as well as the personnel assigned to them.

Mr. Laughlin spoke to me about the desirability of reallocating Supervisors Ryan and Obendorf, who are the two key supervisors, to Grade 14. I asked him to submit the necessary recommendation with supporting facts which would warrant this being done. I think it would be well for a check to be made of the Grade 16 Offices and determine whether any of the supervisory staff attached thereto should be placed in Grade 14. This is the same matter about which SAC Boardman spoke to me concerning the situation in the New York Office.

Very truly yours,

Handwritten: SJH
John Edgar Hoover
Director

Handwritten: 70H
SENT FROM D. O.
TIME 11:42 AM
DATE 11-30-53
BY *Handwritten: JEH*

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NOV 30 1 1953
FEDERAL BUREAU OF INVESTIGATION
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Tele. Room _____
Holloman _____
Gandy _____

JEH:mpd

December 2, 1953

PERSONAL

Mr. Leo L. Laughlin
Federal Bureau of Investigation
Washington, D. C.

Dear Laughlin:

It gives me a great deal of pleasure to be able to send you my congratulations upon your completion of eighteen years with the FBI. Yours is a fine record and the Bureau has benefited greatly through your association with it over these many years, and, I know, will continue to benefit throughout the coming years.

Sincerely,

J. Edgar Hoover

SENT FROM B. 3
TIME 8:42 AM
DATE 12-2-53
BY [Signature]

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Rosen _____
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Winterrowd _____
Tele. Room _____
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Miss Gandy _____

JEH:eh

20 DEC 4 1953

276

Mr. Tolson	✓
Mr. Ladd	_____
Mr. Nichols	_____
Mr. Belmont	_____
Mr. Clegg	✓
Mr. Glavin	✓
Mr. Harbo	_____
Mr. Rosen	_____
Mr. Tracy	_____
Mr. Winterrowd	_____
Tele. Room	_____
Mr. Holloman	_____
Miss Gandy	_____

December 2, 1953

Dear Mr. Hoover:

It was most kind of you to take time from your busy schedule and write to me as you did on the completion of eighteen years in the Bureau.

It has been an honor to have been associated with the FBI under your fine leadership during this time, and I am looking forward to many more years of service.

Sincerely,

Leo L. Laughlin
Leo L. Laughlin

Mr. John Edgar Hoover
Director
Federal Bureau of Investigation
Washington, D. C.

RECORDED-70

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Searched
Numbered	158
11 DEC 10 1953	
FEDERAL BUREAU OF INVESTIGATION	

61
30 DEC 9 1953

THREE

[Handwritten signature]
December 4, 1953

Personal and Confidential

Mr. Leo L. Laughlin
Federal Bureau of Investigation
Washington, D. C.

Dear Mr. Laughlin:

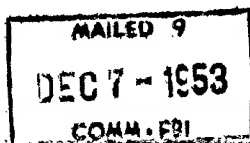
I wish that you would convey my sincere appreciation for a job well done to the Special Agents of the Washington Field Office who participated in the extensive investigation of the Bribery case involving Melburn Mayock and others.

This investigation was unusually complicated and detailed and it was only through the intensive and thorough fashion in which it was carried out by all participating personnel that the successful results were achieved. I want the agents to know of my pride and gratification and that I consider such services to be in accordance with the best traditions of the Bureau.

Sincerely yours,
J. Edgar Hoover

LRH:rk

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Holloman _____
 Sizoo _____
Miss Gandy _____





UNITED STATES DEPARTMENT OF JUSTICE
FEDERAL BUREAU OF INVESTIGATION

3-122

In Reply, Please Refer to
File No.

WASHINGTON 25, D. C.

Director
Federal Bureau of Investigation
United States Department of Justice
Washington, D. C.

Dear Sir:

For inclusion in the fund to be paid to the designated beneficiary of any Special Agent, of the FBI who has previously contributed to this fund and who dies from any cause except self-destruction while employed as a Special Agent. I am forwarding herewith (by CHECK - MONEY ORDER) the sum of \$10, payable to the Assistant Director, Administrative Division, FBI, to be included in said fund. Payment will be made for death by self-destruction after the Agent has been a member of the fund for a continuous period of two years. It is understood and agreed that the sum tendered herewith is a voluntary, gratuitous contribution to said fund which I understand is to be administered in the following manner. The liability of the fund shall not under any circumstances exceed the amount of monies in the fund at the time any liability shall occur.

The Director of the FBI will appoint a committee which shall consider all matters pertaining to the acquisition, safe keeping and expending of said fund, which committee will recommend appropriate action to the Director in pertinent matters. The Assistant Director of the Administrative Division of the FBI shall receive all contributions and account for same to the Director. Upon the death of any Special Agent who is a member of said fund the appointed committee will consider the case and submit a recommendation to the Director as to its conclusions. Appropriate instructions will then be issued to the Assistant Director of the Administrative Division, directing him to pay to the designated beneficiary the sum of \$10,000. The following person is designated as my beneficiary for FBI Agents' Insurance Fund:

Name Mrs. Leo L. (Mary E.) Laughlin Relationship Wife Date 11/20/53
Address 512 Linden Lane, Falls Church, Virginia

The following person is designated as my beneficiary under the Chas. S. Ross Fund, providing \$1500 death benefit to beneficiary of agents killed in line of duty.

NAME Mrs. Leo L. (Mary E.) Laughlin Relationship Wife Date 11/20/53
Address 512 Linden Lane, Falls Church, Virginia

3/ JHL
30 DEC 8 1953

DEC 3 1953

Very truly yours,

Leo L. Laughlin
Special Agent in Charge

REPORT OF MEDICAL EXAMINATION

1. LAST NAME—FIRST NAME—MIDDLE NAME LAUGHLIN, LEO L.			2. GRADE AND COMPONENT OR POSITION SAC		3. IDENTIFICATION NO.	
4. HOME ADDRESS (Number, street or R.F.D., city or town, zone and State)			5. PURPOSE OF EXAMINATION ANNUAL		6. DATE OF EXAMINATION Jan 5 1954	
7. SEX Male	8. RACE White	9. TOTAL YRS. GOVT. SERVICE MILITARY CIVILIAN	10. DEPARTMENT, AGENCY, OR SERVICE		11. ORGANIZATION UNIT	
12. DATE OF BIRTH 9-10-10		13. PLACE OF BIRTH Shenandoah, Pa.		14. NAME, RELATIONSHIP, AND ADDRESS OF NEXT OF KIN		
15. EXAMINING FACILITY OR EXAMINER, AND ADDRESS N. N. M. C.				16. OTHER INFORMATION		

17. RATING OR SPECIALTY

TIME IN THIS CAPACITY: TOTAL LAST SIX MONTHS

CLINICAL EVALUATION		NOTES.—Describe every abnormality in detail. (Enter pertinent item number before each comment; continue in item 73 and use additional sheets if necessary.)
NORMAL	ABNORMAL	
X		18. HEAD, FACE, NECK, AND SCALP
X		19. NOSE
X		20. SINUSES
X		21. MOUTH AND THROAT
X		22. EARS—GENERAL (Int. & ext. canals) (Audiometry acuity under items 70 and 71)
X		23. DRUMS (Perforation)
X		24. EYES—GENERAL (Visual acuity and refraction under items 68, 69, and 72)
X		25. OPHTHALMOSCOPIC
X		26. PUPILS (Equality and reaction)
X		27. OCULAR MOTILITY (Associated parallel movements, nystagmus)
X		28. LUNGS AND CHEST (Include breasts)
X		29. HEART (Thrust, size, rhythm, sounds)
X		30. VASCULAR SYSTEM (Varicosities, etc.)
X		31. ABDOMEN AND VISCERA (Include hernia)
X		32. ANUS AND RECTUM (Hemorrhoids, fistulas) (Prostate if indicated)
X		33. ENDOCRINE SYSTEM
X		34. G-U SYSTEM
X		35. UPPER EXTREMITIES (Strength, range of motion)
X		36. FEET
X		37. LOWER EXTREMITIES (Except feet) (Strength, range of motion)
X		38. SPINE, OTHER MUSCULOSKELETAL
	X	39. IDENTIFYING BODY MARKS, SCARS, TATTOOS
X		40. SKIN, LYMPHATICS
X		41. NEUROLOGIC (Equilibrium tests under item 70)
NR		42. PSYCHIATRIC (Specify any personality deviation)
Females only		(Check how done)
		43. PELVIC <input type="checkbox"/> VAGINAL <input type="checkbox"/> RECTAL

Appendectomy

(Continue in item 73)

44. DENTAL (Place appropriate symbols above or below number of upper and lower teeth, respectively) O.—Restorable teeth X.—Missing teeth (X X X)—Fixed bridge, brackets to include abutments I.—Nonrestorable teeth XXX.—Replaced by dentures																REMARKS AND ADDITIONAL DENTAL DEFECTS AND DISEASES																																																																	
<div>RECORDED-84</div> <table><tr><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td></tr><tr><td>X</td><td>X</td><td></td><td></td><td></td><td></td><td>X</td><td></td><td></td><td>X</td><td></td><td></td><td></td><td></td><td></td><td></td></tr><tr><td>32</td><td>31</td><td>30</td><td>29</td><td>28</td><td>27</td><td>26</td><td>25</td><td>24</td><td>23</td><td>22</td><td>21</td><td>20</td><td>19</td><td>18</td><td>17</td></tr><tr><td></td><td>X</td><td>X</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td>X</td><td></td><td>X</td></tr></table>																1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	X	X					X			X							32	31	30	29	28	27	26	25	24	23	22	21	20	19	18	17		X	X											X		X	Type III Class I DTR-pr. mar Calculus 1-55420-279	
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16																																																																		
X	X					X			X																																																																								
32	31	30	29	28	27	26	25	24	23	22	21	20	19	18	17																																																																		
	X	X											X		X																																																																		

45. URINALYSIS: SP. GR. 1.022			46. CHEST X-RAY (Place, date, film number, result) Negative - 37451C		
ALBUMIN Neg.	SUGAR Neg.	MICROSCOPIC Neg.	47. BLOOD TYPE AND RH FACTOR Normal		
48. EKG Normal			50. OTHER TESTS		

30 FEB 2 1954

11 JAN 9 1954
FEDERAL BUREAU OF INVESTIGATION

JAN 29 1954

MEASUREMENTS AND OTHER FINDINGS

51. HEIGHT 6' 2 1/4"		52. WEIGHT 191 1/2		53. COLOR HAIR Brown		54. COLOR EYES Brown		55. BUILD: SLENDER <input type="checkbox"/> MEDIUM <input checked="" type="checkbox"/> HEAVY <input type="checkbox"/> OBESE <input type="checkbox"/>		56. TEMP.																																					
57. BLOOD PRESSURE (Arm at heart level)						58. PULSE (Arm at heart level)																																									
SITTING SYS. 118 DIAS. 64		RECUM- BENT SYS. DIAS.		STANDING (3 min.) SYS. DIAS.		SITTING 80		AFTER EXERCISE 88		2 MIN. AFTER 80																																					
59. DISTANT VISION				60. REFRACTION				61. NEAR VISION																																							
RIGHT 20/		CORR. TO 20/ 20		BY S.		CX		CORR. TO		BY																																					
LEFT 20/		CORR. TO 20/ 20		BY S.		CX		CORR. TO		BY																																					
62. METEOPHORIA: (Specify distance) ES° EX° R. M. L. M. PRISM DIV. PRISM CONV. PC PD																																															
63. ACCOMMODATION RIGHT LEFT				64. COLOR VISION (Test used and result) AOC 1940 Normal				65. DEPTH PERCEPTION (Test used and score) UNCORRECTED CORRECTED																																							
66. FIELD OF VISION				67. NIGHT VISION (Test used and score)				68. RED LENS		69. INTRAOCULAR TENSION																																					
70. HEARING		71. AUDIOMETER								72. PSYCHOLOGICAL AND PSYCHOMOTOR (Tests used and score)																																					
RIGHT WV 15 /15 SV 15 /15		<table border="1"> <tr> <td>250</td> <td>500</td> <td>1000</td> <td>2000</td> <td>3000</td> <td>4000</td> <td>5000</td> <td>6000</td> <td>8000</td> </tr> <tr> <td>dB</td> <td>dB</td> <td>dB</td> <td>dB</td> <td>dB</td> <td>dB</td> <td>dB</td> <td>dB</td> <td>dB</td> </tr> <tr> <td>RIGHT</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>LEFT</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </table>								250	500	1000	2000	3000	4000	5000	6000	8000	dB	dB	dB	dB	dB	dB	dB	dB	dB	RIGHT									LEFT										
250	500	1000	2000	3000	4000	5000	6000	8000																																							
dB	dB	dB	dB	dB	dB	dB	dB	dB																																							
RIGHT																																															
LEFT																																															

73. NOTES (Continued) AND SIGNIFICANT OR INTERVAL HISTORY

(Use additional sheets of plain paper if necessary)

74. SUMMARY OF DEFECTS AND DIAGNOSES (List diagnoses with item numbers)

75. RECOMMENDATIONS—FURTHER SPECIALIST EXAMINATIONS INDICATED (Specify)

76. PHYSICAL PROFILE

P	U	L	H	E	S

77. EXAMINEE (Check)

☒ IS☐ IS NOT

QUALIFIED FOR

Strenuous physical exertion and use of firearms

PHYSICAL CATEGORY

78. IF NOT QUALIFIED, LIST DISQUALIFYING DEFECTS BY ITEM NUMBER

A	B	C	E

79. TYPED OR PRINTED NAME OF PHYSICIAN

SIGNATURE

/s/ R. W. Olmsted

80. TYPED OR PRINTED NAME OF PHYSICIAN

SIGNATURE

81. TYPED OR PRINTED NAME OF DENTIST OR PHYSICIAN (Indicate which)

SIGNATURE

A. T. SMITH DCR DC USN

/s/ A. T. Smith

82. TYPED OR PRINTED NAME OF REVIEWING OFFICER OR APPROVING AUTHORITY

SIGNATURE

NUMBER OF AT-
TACHED SHEETS

REPORT OF MEDICAL HISTORY

THIS INFORMATION IS FOR OFFICIAL USE ONLY AND WILL NOT BE RELEASED TO UNAUTHORIZED PERSONS

1. LAST NAME—FIRST NAME—MIDDLE NAME <i>Laughlin Leo L.</i>		2. GRADE AND COMPONENT OR POSITION	3. IDENTIFICATION NO.
4. HOME ADDRESS (Number, street or RFD, city or town, zone and State)		5. PURPOSE OF EXAMINATION	6. DATE OF EXAMINATION <i>JAN 5 1954</i>
7. SEX <i>M.</i>	8. AGE <i>26</i>	9. TOTAL YRS. GOVT. SERVICE MILITARY CIVILIAN	10. DEPARTMENT, AGENCY, OR SERVICE
11. ORGANIZATION UNIT		12. DATE OF BIRTH <i>9-10-10</i>	
13. PLACE OF BIRTH <i>Shenandoah Pa</i>		14. NAME, RELATIONSHIP, AND ADDRESS OF NEXT OF KIN	
15. EXAMINING FACILITY OR EXAMINER, AND ADDRESS <i>Good</i>		16. OTHER INFORMATION	
17. STATEMENT OF EXAMINEE'S PRESENT HEALTH IN OWN WORDS. (Follow by description of past history, if complaint exists)			

18. FAMILY HISTORY					19. HAS ANY BLOOD RELATION (Parent, brother, sister, other) OR HUSBAND OR WIFE:		
RELATION	AGE	STATE OF HEALTH	IF DEAD, CAUSE OF DEATH	AGE AT DEATH	YES	NO	RELATION(S)
FATHER	<i>52</i>	<i>Deceased</i>	<i>liver trouble</i>	<i>52</i>		<input checked="" type="checkbox"/>	HAD TUBERCULOSIS
MOTHER	<i>52</i>	<i>"</i>	<i>Cancer</i>	<i>56</i>		<input checked="" type="checkbox"/>	HAD SYPHILIS
SPOUSE	<i>36</i>	<i>good</i>				<input checked="" type="checkbox"/>	HAD DIABETES
BROTHERS AND SISTERS	<i>53</i>	<i>heart trouble</i>	<i>sister</i>		<input checked="" type="checkbox"/>		HAD CANCER
	<i>46</i>	<i>"</i>			<input checked="" type="checkbox"/>		HAD KIDNEY TROUBLE
	<i>48</i>	<i>brothers good</i>			<input checked="" type="checkbox"/>		HAD HEART TROUBLE
	<i>50</i>	<i>brother good</i>			<input checked="" type="checkbox"/>		HAD STOMACH TROUBLE
CHILDREN	<i>15</i>	<i>good</i>			<input checked="" type="checkbox"/>		HAD RHEUMATISM (Arthritis)
	<i>14</i>	<i>"</i>			<input checked="" type="checkbox"/>		HAD ASTHMA, HAY FEVER, HIVES
	<i>8</i>	<i>"</i>			<input checked="" type="checkbox"/>		HAD EPILEPSY (Fits)
	<i>20mo</i>	<i>"</i>			<input checked="" type="checkbox"/>		COMMITTED SUICIDE
					<input checked="" type="checkbox"/>		BEEN INSANE

20. HAVE YOU EVER HAD OR HAVE YOU NOW (Place check at left of each item)			
YES	NO	(Check each item)	YES
<input checked="" type="checkbox"/>	<input type="checkbox"/>	SCARLET FEVER, ERYSIPELAS	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	DIPHTHERIA	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	RHEUMATIC FEVER	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	SWOLLEN OR PAINFUL JOINTS	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	MUMPS	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	WHOOPING COUGH	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	FREQUENT OR SEVERE HEADACHE	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	DIZZINESS OR FAINTING SPELLS	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	EYE TROUBLE	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	EAR, NOSE OR THROAT TROUBLE	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	RUNNING EARS	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	CHRONIC OR FREQUENT COLDS	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	SEVERE TOOTH OR GUM TROUBLE	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	SINUSITIS	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	HAY FEVER	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	GOITER	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	TUBERCULOSIS	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	SOAKING SWEATS (Night sweats)	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	ASTHMA	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	SHORTNESS OF BREATH	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	PAIN OR PRESSURE IN CHEST	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	CHRONIC COUGH	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	PALPITATION OR POUNDING HEART	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	HIGH OR LOW BLOOD PRESSURE	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	CRAMPS IN YOUR LEGS	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	FREQUENT INDIGESTION	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	STOMACH, LIVER OR INTESTINAL TROUBLE	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	GALL BLADDER TROUBLE OR GALL STONES	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	JAUNDICE	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	ANY REACTION TO SERUM, DRUG OR MEDICINE	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	TUMOR, GROWTH, CYST, CANCER	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	RUPTURE	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	APPENDICITIS	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	PILES OR RECTAL DISEASE	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	FREQUENT OR PAINFUL URINATION	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	KIDNEY STONE OR BLOOD IN URINE	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	SUGAR OR ALBUMIN IN URINE	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	BOILS	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	VENEREAL DISEASE	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	RECENT GAIN OR LOSS OF WEIGHT	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	ARTHRITIS OR RHEUMATISM	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	BONE, JOINT, OR OTHER DEFORMITY	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	LAMENESS	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	LOSS OF ARM, LEG, FINGER, OR TOE	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	PAINFUL OR "TRICK" SHOULDER OR ELBOW	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	"TRICK" OR LOCKED KNEE	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	FOOT TROUBLE	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	NEURITIS	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	PARALYSIS (Inc. Infantile)	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	EPILEPSY OR FITS	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	CAR, TRAIN, SEA, OR AIR SICKNESS	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	FREQUENT TROUBLE SLEEPING	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	FREQUENT OR TERRIFYING NIGHTMARES	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	DEPRESSION OR EXCESSIVE WORRY	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	LOSS OF MEMORY OR AMNESIA	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	BED WETTING	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	NERVOUS TROUBLE OF ANY SORT	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	ANY DRUG OR NARCOTIC HABIT	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	EXCESSIVE DRINKING HABIT	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	HOMOSEXUAL TENDENCIES	<input checked="" type="checkbox"/>

21. HAVE YOU EVER (Check each item)		22. FEMALES ONLY: A. HAVE YOU EVER—		B. COMPLETE THE FOLLOWING:	
<input checked="" type="checkbox"/>	WORN GLASSES	<input checked="" type="checkbox"/>	ATTEMPTED SUICIDE	<input type="checkbox"/>	AGE AT ONSET OF MENSTRUATION
<input checked="" type="checkbox"/>	WORN AN ARTIFICIAL EYE	<input checked="" type="checkbox"/>	BEEN A SLEEP WALKER	<input type="checkbox"/>	INTERVAL BETWEEN PERIODS
<input checked="" type="checkbox"/>	WORN HEARING AIDS	<input checked="" type="checkbox"/>	LIVED WITH ANYONE WHO HAD TUBERCULOSIS	<input type="checkbox"/>	DURATION OF PERIODS
<input checked="" type="checkbox"/>	STUTTERED OR STAMMERED	<input checked="" type="checkbox"/>	COUGHED UP BLOOD	<input type="checkbox"/>	DATE OF LAST PERIOD
<input checked="" type="checkbox"/>	WORN A BRACE OR BACK SUPPORT	<input checked="" type="checkbox"/>	bled excessively after injury or tooth extraction	<input type="checkbox"/>	QUANTITY: <input type="checkbox"/> NORMAL <input type="checkbox"/> EXCESSIVE <input type="checkbox"/> SCANTY
23. HOW MANY JOBS HAVE YOU HAD IN THE PAST THREE YEARS? <i>1</i>		24. WHAT IS THE LONGEST PERIOD YOU HELD ANY OF THESE JOBS? MONTHS		25. WHAT IS YOUR USUAL OCCUPATION?	
				26. ARE YOU (Check one) <input type="checkbox"/> RIGHT HANDED <input type="checkbox"/> LEFT HANDED	

67-58420-279
ENCLOS.

YES	NO	CHECK EACH ITEM YES OR NO. EVERY ITEM CHECKED "YES" MUST BE FULLY EXPLAINED IN BLANK SPACE ON RIGHT
	<input checked="" type="checkbox"/>	27. HAVE YOU BEEN UNABLE TO HOLD A JOB BECAUSE OF: A. SENSITIVITY TO CHEMICALS, DUST, SUNLIGHT, ETC.
	<input checked="" type="checkbox"/>	B. INABILITY TO PERFORM CERTAIN MOTIONS
	<input checked="" type="checkbox"/>	C. INABILITY TO ASSUME CERTAIN POSITIONS
	<input checked="" type="checkbox"/>	D. OTHER MEDICAL REASONS (If yes, give reasons)
	<input checked="" type="checkbox"/>	28. HAVE YOU EVER WORKED WITH RADIOACTIVE SUBSTANCE?
	<input checked="" type="checkbox"/>	29. DID YOU HAVE DIFFICULTY WITH SCHOOL STUDIES OR TEACHERS? (If yes, give details)
	<input checked="" type="checkbox"/>	30. HAVE YOU EVER BEEN REFUSED EMPLOYMENT BECAUSE OF YOUR HEALTH? (If yes, state reason and give details)
	<input checked="" type="checkbox"/>	31. HAVE YOU EVER BEEN DENIED LIFE INSURANCE? (If yes, state reason and give details)
	<input checked="" type="checkbox"/>	32. HAVE YOU HAD, OR HAVE YOU BEEN ADVISED TO HAVE, ANY OPERATIONS? (If yes, describe and state age at which occurred) <i>No real appendix</i>
	<input checked="" type="checkbox"/>	33. HAVE YOU EVER BEEN A PATIENT (committed or voluntary) IN A MENTAL HOSPITAL OR SANATORIUM? (If yes, specify when, where, why, and name of doctor, and complete address of hospital or clinic)
	<input checked="" type="checkbox"/>	34. HAVE YOU EVER HAD ANY ILLNESS OR INJURY OTHER THAN THOSE ALREADY NOTED? (If yes, specify when, where, and give details)
	<input checked="" type="checkbox"/>	35. HAVE YOU CONSULTED OR BEEN TREATED BY CLINICS, PHYSICIANS, HEALERS, OR OTHER PRACTITIONERS WITHIN THE PAST 5 YEARS? (If yes, give complete address of doctor, hospital, clinic, and details)
	<input checked="" type="checkbox"/>	36. HAVE YOU TREATED YOURSELF FOR ILLNESSES OTHER THAN MINOR COLDS? (If yes, which illnesses)
	<input checked="" type="checkbox"/>	37. HAVE YOU EVER BEEN REJECTED FOR MILITARY SERVICE BECAUSE OF PHYSICAL, MENTAL, OR OTHER REASONS? (If yes, give date and reason for rejection)
	<input checked="" type="checkbox"/>	38. HAVE YOU EVER BEEN DISCHARGED FROM MILITARY SERVICE BECAUSE OF PHYSICAL, MENTAL, OR OTHER REASONS? (If yes, give date, reason, and type of discharge: whether honorable, other than honorable, for unfitness or unsuitability)
	<input checked="" type="checkbox"/>	39. HAVE YOU EVER RECEIVED, IS THERE PENDING, HAVE YOU APPLIED FOR, OR DO YOU INTEND TO APPLY FOR PENSION OR COMPENSATION FOR EXISTING DISABILITY? (If yes, specify what kind, granted by whom, and what amount, when, why)

I CERTIFY THAT I HAVE REVIEWED THE FOREGOING INFORMATION SUPPLIED BY ME AND THAT IT IS TRUE AND COMPLETE TO THE BEST OF MY KNOWLEDGE.
I AUTHORIZE ANY OF THE DOCTORS, HOSPITALS, OR CLINICS MENTIONED ABOVE TO FURNISH THE GOVERNMENT A COMPLETE TRANSCRIPT OF MY MEDICAL RECORD FOR PURPOSES OF PROCESSING MY APPLICATION FOR THIS EMPLOYMENT OR SERVICE.

TYPED OR PRINTED NAME OF EXAMINEE

SIGNATURE

Leo L. Laughlin

40. PHYSICIAN'S SUMMARY AND ELABORATION OF ALL PERTINENT DATA (Physician shall comment on all positive answers to items 20 through 39)

TYPED OR PRINTED NAME OF PHYSICIAN OR EXAMINER

DATE

SIGNATURE

W. L. Sturges

NUMBER OF ATTACHED SHEETS

ATTACHMENT TO STANDARD FORM 88
(Revised July 21, 1952)

Report of Medical Examination

FOR INFORMATION AND GUIDANCE OF MEDICAL EXAMINER:

The following portions of the attached examination report form need not be completed:

2	67
3	68
11	69
14	71 (unless other
17	examination indi-
62	cates desirable)
65	72

Item 48, the electrocardiogram, is not required unless the examinee is over 35 years of age or unless other examination indicates such is desirable.

If the examinee is an applicant, the Chest X ray and blood type and Rh factor (Items 46 and 49) are not necessary unless the facilities for affording same are readily available to the examiner.

FOR ALL EXAMINEES, WHETHER CLERICAL OR SPECIAL AGENT APPLICANTS OR EMPLOYEES:

The medical examiner should answer the following question:

Examinee 15 qualified for strenuous physical
(is or is not)
exertion. (Designate which)

FOR ALL MALE EMPLOYEES OR APPLICANTS:

The medical examiner is requested to answer the following:

Does examinee have any defects restricting or prohibiting his participation in defensive tactics and dangerous assignments which might entail the practical use of firearms?

No
If answer is "yes" please specify.

IT IS ESSENTIAL THAT ALL STATEMENTS IN ITEMS 59, 61, 64 AND 70 PERTAINING TO VISUAL ACUITY, COLOR VISION AND HEARING BE COMPLETED IN DETAIL.

P. M. Hunter
(Signature of Medical Examiner)

1/26/54
(Date)

67-58420-279

Mr. Tolson

L. L. Laughlin

January 20, 1954

Mr. Glavin

IN-SERVICE TRAINING AND TWO DAY CONFERENCE

There is attached hereto a schedule of SACs and Agents on Confidential Assignment for In-Service Training and Two-Day Conference for the calendar year, 1954.

You will be advised of any changes on this schedule.

CC - Director

Mr. Tolson
Mr. Holloman
Mr. Mohr
Mr. Ladd
Mr. Nichols
Mr. Belmont
Mr. Clegg
Mr. Glavin
Mr. Harbo
Mr. Rosen
Mr. Tracy
Mr. Trotter
Mr. H. L. Edwards
Mr. Cavanaugh

DJB:eup

82 FEB 2 1954

ORIGINAL FILED IN 67-518854-86

<u>DATE</u>	<u>NAME</u>	<u>OFFICE</u>	January 20, 1954
1-28-54	*M. W. McFarlin **W. W. Burke	Little Rock Miami	Conference Conference
2-1-54	R. C. Godfrey P. Wylly W. A. Murphy ***M. Carlsen	San Juan Butte Charlotte Rio de Janeiro	Two-Day Conference Two-Day Conference Two-Day Conference In-Service Training
2-4-54	****H. G. Foster	Cincinnati	Conference
2-8-54	R. A. Newby R. N. Hosteny	Quantico Springfield	In-Service Training In-Service Training
2-15-54	R. L. Faisst J. C. Ellsworth R. L. Murphy	New Orleans Kansas City Milwaukee	In-Service Training In-Service Training Two-Day Conference
2-23-54	E. L. Boyle [REDACTED]	Louisville El Paso	In-Service Training In-Service Training
3-1-54	F. Hallford A. Cornelius E. A. Soucy	Pittsburgh Salt Lake City Knoxville	Two-Day Conference Two-Day Conference Two-Day Conference
3-8-54	A. T. Potter N. R. Johnson G. B. Norris	Richmond Oklahoma City Phoenix	In-Service Training In-Service Training In-Service Training
3-22-54	****[REDACTED] L. L. Laughlin C. E. Weeks	Mexico City WFO Memphis	In-Service Training In-Service Training In-Service Training
3-29-54	J. K. Mumford G. C. Burton	Dallas Portland	In-Service Training Two-Day Conference
4-5-54	R. J. Abbaticchio G. N. Willis J. M. Lopez	Philadelphia San Diego Savannah	In-Service Training In-Service Training In-Service Training
4-12-54	M. W. McFarlin N. H. McCabe	Cincinnati Cleveland	In-Service Training Two-Day Conference

b6
b7c

4-19-54.

D. K. Brown
J. A. Robey
C. E. Piper

Albany
Birmingham
Honolulu.

In-Service Training
In-Service Training
In-Service Training

* M. W. McFarlin to report to SOG 1-28, to return to Little Rock.
To report to Cincinnati as SAC 2-1-54.

** W. W. Burke to report to SOG 1-28, to proceed directly to Little Rock
as SAC from SOG.

*** To report 1-27-54 for Conferences prior to reporting for In-Service
Training on 2-1-54.

**** H. G. Foster to report to SOG 2-4, to proceed directly to Boston
as SAC from SOG.

***** To report to SOG 3-17, for Conferences prior to reporting for
In-Service Training on 3-22-54.

L. L. Laughlin

Mr. Tolson

January 5, 1954

Mr. Glavin

IN-SERVICE TRAINING AND TWO DAY CONFERENCE

There is attached hereto a schedule of SACs and Agents on Confidential Assignment for In-Service Training and Two-Day Conference for the calendar year, 1954.

You will be advised of any changes on this schedule.

CC - Director

Mr. Tolson
Mr. Holloman
Mr. Mohr
Mr. Ladd
Mr. Nichols
Mr. Belmont
Mr. Clegg
Mr. Glavin
Mr. Harbo
Mr. Rosen
Mr. Tracy
Mr. Trotter
Mr. H. L. Edwards
Mr. Cavanaugh

DJB:brt

82 FEB 2 1954

ORIGINAL FILED IN 67-5188 54-67

<u>DATE</u>	<u>NAME</u>	<u>OFFICE</u>	
1-18-54	D. S. Hostetter S. Alden [REDACTED] *E. J. Cornelley	Newark Baltimore Seattle Cincinnati	Specialized In-Service Specialized In-Service Specialized In-Service Specialized In-Service
2-1-54	R. C. Godfrey P. Wylly W. A. Murphy **M. Carlseh	San Juan Butte Charlotte Rio de Janeiro	Two-Day Conference Two-Day Conference Two-Day Conference In-Service Training
2-8-54	G. B. Norris R. N. Hosteny J. K. Mumford	Phoenix Springfield Dallas	In-Service Training In-Service Training In-Service Training ^{b6} _{b7C}
2-15-54	R. L. Faisst K. Weatherford R. L. Murphy	New Orleans Chicago Milwaukee	In-Service Training Two-Day Conference Two-Day Conference
2-23-54	M. W. McFarlin E. L. Boyle [REDACTED]	Little Rock Louisville El Paso	In-Service Training In-Service Training In-Service Training
3-1-54	F. Hallford A. Cornelius E. A. Soucy	Pittsburgh Salt Lake City Knoxville	Two-Day Conference Two-Day Conference Two-Day Conference
3-8-54	R. J. Abbaticchio N. R. Johnson R. A. Newby	Philadelphia Oklahoma City Quantico	In-Service Training In-Service Training In-Service Training
3-22-54	C. E. Piper L. L. Laughlin C. E. Weeks	Honolulu WFO Memphis	In-Service Training In-Service Training In-Service Training
3-29-54	J. F. Santoiana G. C. Burton	Houston Portland	Two-Day Conference Two-Day Conference
4-5-54	A. T. Potter G. N. Willis J. M. Lopez	Richmond San Diego Savannah	In-Service Training In-Service Training In-Service Training

* E. J. Cornelley will be present for the first four days of this session

** To report to SOG 1-27-54 for conferences prior to reporting for
In-Service Training on 2-1-54.

<u>DATE</u>	<u>NAME</u>	<u>OFFICE</u>	
4-12-54	H. G. Foster	Cincinnati	Two-Day Conference
	W. G. Banister	Minneapolis	Two-Day Conference
	N. H. McCabe	Cleveland	Two-Day Conference
4-19-54	D. K. Brown	Albany	In-Service Training
	J. C. Ellsworth	Kansas City	In-Service Training
	J. A. Robey	Birmingham	In-Service Training

RECEIPT FOR GOVERNMENT PROPERTY
FEDERAL BUREAU OF INVESTIGATION
UNITED STATES DEPARTMENT OF JUSTICE

January 15, 1954

I certify that I have ~~received~~ the following Government property for official use:
returned

Department of Justice parking ticket for Garage Space No. 87, and window
sticker for same.

READ

The Government property which you hereby acknowledge
is charged to you and you are responsible for taking
care of it and returning it when its use has been
completed. DO NOT MARK OR WRITE ON IT OR MULTILATE
IT IN ANY WAY.

FILE
WRA
me
PKR

NOT RECORDED-14

Very truly yours,
L. L. Laughlin
L. L. LAUGHLIN, SAC

SAC, Washington Field Office
L. L. Laughlin

December 31, 1953

Director, FBI

~~PERSONAL AND CONFIDENTIAL~~

In-Service Training

You should report to Room 5242, U. S. Department of Justice Building, Ninth and Pennsylvania Avenue, Northwest, Washington, D. C., March 22, 1954, at ten a. m., for attendance at In-Service Training for a period of twelve days. Confirm attendance.

CC - Mr. Clegg
DJB:jeg

Laughlin

RECEIVED - CONFIDENTIAL
U. S. DEPT. OF JUSTICE
DEC 31 12 12 PM '53

DEC 31 10 45

DEC 31 3 15 PM '53
RECEIVED - CONFIDENTIAL
U. S. DEPT. OF JUSTICE

NOT RECORDED-1

Tolson _____
Ladd _____
Nichols _____
Belmont _____
Clegg _____
Glavin _____
Harbo _____
Rosen _____
Tracy _____
Gearty _____
Mohr _____
Winterrowd _____
Tele. Room _____
Holloman _____
 Sizoo _____
Miss Gandy _____

43

MAILED 3
DEC 31 1953
COMM-FBI

1. Agency and organizational designations U.S. Department of Justice Federal Bureau of Investigation					2. Pay roll period		3. Block No.		4. Slip No. 11620		
5. Employee's name (and social security account number when appropriate) MR. LEO L. LAUGHLIN					6. Grade and salary GS 16 \$12,000		7. Previous normal		8. New normal		
PAY ROLL CHANGE DATA											
		BASE PAY	OVERTIME			GROSS PAY	REV.	TAX	BOND	F. I. C. A.	NET PAY
10. Remarks:						11. Appropriation(s) <div style="font-size: 2em; text-align: center;">68</div>			12. Prepared by		
									13. Audited by		
<input checked="" type="checkbox"/> Periodic step-increase <input type="checkbox"/> Pay adjustment <input type="checkbox"/> Other step-increase											
14. Effective date 1-17-54		15. Date last equivalent increase 7-20-52		16. Old salary rate \$12,000		17. New salary rate \$12,200		18. Performance rating is satisfactory or better. (Signature or other authentication)			
19. LWOP data (Fill in appropriate spaces covering LWOP during following periods): Period(s):						(Check applicable box in case of excess LWOP) <input type="checkbox"/> In pay status at end of waiting period. <input type="checkbox"/> In LWOP status at end of waiting period.					
<input checked="" type="checkbox"/> No excess LWOP. Total excess LWOP						Initials of Clerk: JW:jfw					

STANDARD FORM NO. 1126d—Revised
Form prescribed by Comp. Gen., U. S.
Nov. 8, 1950, General Regulations No. 102

PAY ROLL CHANGE SLIP—PERSONNEL COPY

BY COURIER SERVICE

DECEMBER 18, 1953

sac, WASHINGTON FIELD

⁰
L. L. Laughlin
SPIA, ESPIONAGE - R. IT IS DESIRED THAT SUPERVISOR L. W. R. OBERNDORF AND YOURSELF ATTEND A ONE DAY CONFERENCE AT THE BUREAU BEGINNING AT NINE A.M., JANUARY FOUR. YOU SHOULD BE PREPARED TO COMPLETELY DISCUSS OPERATIONAL PLANS FOR THE FULL IMPLEMENTATION OF OUR COVERAGE OF [REDACTED]

b7D
b7E

HOOVER.

CEH:mp2

RECEIVED IN 100-324-232

DEC 31 1953

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED

February 1, 1954

~~PERSONAL AND CONFIDENTIAL~~

Mr. Leo L. Laughlin
Federal Bureau of Investigation
Washington, D. C.

F.O.

Dear Mr. Laughlin:

My attention has been directed to the fact that on a recent occasion a written request of your office for the Post Office Department to place a mail cover on the Tass News Agency came into the possession of the subject of the investigation, the news agency.

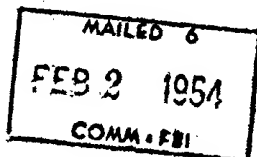
In connection with this most serious and embarrassing incident, you have advised that you are unable to determine the manner in which the mail cover request found its way into the hands of the Tass representative; nevertheless, the fact that this did occur indicates a weakness in the handling of this communication, which has proven most embarrassing.

Instructions have been issued for the purpose of preventing the possibility of any similar incidents in the future, and, in addition, I shall expect you to take whatever precautions are necessary to avoid any similar failures.

Very truly yours,

J. Edgar Hoover

John Edgar Hoover
Director



RECORDED - 2

CC: ☒ SSG WFO Personnel File

Tolson _____
Ladd _____
Nichols _____
Belmont _____
Clegg _____
Glavin _____
Harbo _____
Rosen _____
Tracy _____
Gearty _____
Mohr _____
Winterrowd _____
Tele. Room _____
Holloman _____
Miss Gandy _____

167

30 FEB 5

Feb 1 8 49 PM '54

RECEIVED - DIRECTOR

TO: MR. A. H. BELMONT
FROM: MR. C. E. HENNRICH
SUBJECT: TASS NEWS AGENCY
INTERNAL SECURITY - R

January 18, 1954

1.00 O. L. A. 6/100

On January 14, 1954, a representative of the Tass News Agency brought to the Washington Field Office a mail cover from which had been addressed to the Postmaster, requesting a mail cover on the Tass News Agency. At that time, the WFO was instructed to thoroughly explore this matter and find out how the letter was prepared, who prepared it, and how it got into the hands of Tass. The Director commented:
"1. Yes I want to know. 2. Second place no further mail covers until I can be assured of complete security. 3. Just how did we come to request this cover at this time."

By memorandum dated January 15, 1954, and telephonically on January 18, the WFO advised unable to determine how letter came into possession Tass News Agency. Stenographer who prepared communication, [redacted] Supervisor Ludwig Oberndorf, who approved and signed the correspondence for the Special Agent in Charge, and the night clerk, [redacted] were questioned. [redacted]

b6
b7C

[redacted] definitely states envelope addressed to Postmaster. Supervisor Oberndorf noted no discrepancy. [redacted] recalls three or four letters to Postmaster. States if he had noticed envelope addressed to Tass, he would have called attention of Supervisor. Letters addressed to Postmaster are opened in office of [redacted] and stamped in there. No stamp appears on instant letter which was turned over by a Tass representative. Attempts of WFO to secure envelope in which letter received at Tass unsuccessful. Informant has been unable to obtain envelope. Trash cover has not produced it.

Referral/Consult

GEH:LL
Attachment

RECORDED

30 FEB 8 1954

67-58400	281
Searched	Number
12 FEB 5 1954	
FEDERAL BUREAU OF INVESTIGATION	

The WFO is continuing, in its contacts with the informant and through trash coverage, its efforts to obtain the envelope and thus more definitely fix responsibility as to how the letter in question came into the possession of the Tass News Agency.

RECOMMENDATION:

1. It is recommended that a letter be addressed to the WFO, censuring the office for the fact the letter addressed to the Postmaster turned up in the hands of the Tass News Agency. While WFO has been unable to fix responsibility and it can not definitely be proven the envelope was or was not properly addressed, nevertheless the letter did end up with Tass, to the embarrassment of the Bureau, and the office should be censured.

*Letter General
to WFO
2-1-54*

*Agree
1-17*

*Agree
DH 1-17-54*

*O.K.
H*

2. It is recommended that the Bureau approve the recommendation of the WFO that hereafter mail cover letters be personally delivered by the Liaison agent to the Superintendent of Carriers.

There is attached, for approval, an air-tel to the WFO authorizing this procedure.

*✓
F.H.*

*O.K.
H.*

3. It is believed additional measures are necessary to insure that mail cover letters throughout the field are handled with the greatest possible security. To accomplish this, it is recommended that each Special Agent in Charge be required to designate a Supervisor who will inspect all mail cover requests, together with the envelopes attached, prior to their being mailed. This will definitely fix responsibility in each case and will give added protection to the security of these mail cover letters.

If you agree, an appropriate SAC Letter will be prepared.

If recommendation NO. 2 is approved, the WFO should continue to handle matter by liaison.

*Gratter's suggestion
covers this. It
should be considered
by Inspection Div.*

*"yes"
H.*

4. It appears that the action of the WFO in requesting a mail cover on the Tass News Agency in this case was proper.

78

March 4, 1954

~~PERSONAL AND CONFIDENTIAL~~

Mr. Leo L. Laughlin
Federal Bureau of Investigation
Washington, D. C.

Dear Mr. Laughlin:

I have recently noted a situation occurring in the Washington Field Office which has caused me great displeasure. In two investigations, namely a Departmental Applicant case and an Interstate Transportation of Stolen Motor Vehicle case, an employee was given dictation on January 20, and January 27, 1954, respectively, with instructions to transcribe the dictation most expeditiously. This employee failed to carry out these instructions, and in fact falsified her work reports, concealed the files during office inspections and even took one of the files home with her. As a result the Bureau's deadline in the Departmental Applicant case was missed by more than thirty days.

Neither the applicant supervisor nor the supervisor of the stenographic group was able through the regular administrative procedures followed in the Washington Field Office to detect these derelictions and thereby prevent the missed deadline or insure that the dictation was transcribed within a reasonable time.

Therefore, I must insist that you tighten up supervision in the Washington Field Office. I shall expect you to immediately institute measures that will effectively combat such laxity among supervisors and to see to it that there is no recurrence of a situation of this nature?

RECORDED - 111

Very truly yours,

J. Edgar Hoover

John Edgar Hoover
Director

COMM - FBI

MAR 4 - 1954

MAILED 1954

Tolson
Ladd
Nichols
Belmont
Clegg
Glavin
Harbo
Rosen
Tracy
Gearty
Mohr
Winterrowd
Tele. Room
Holloman
Miss Gandy

CC - SOG WFO Field Office file

DCM:lam

Mr. Tolson

DATE: February 10, 1954

Mr. Glavin

IN-SERVICE TRAINING AND TWO DAY CONFERENCE

There is attached hereto a schedule of SACs and Agents on Confidential Assignment for In-Service Training and Two Day Conference for the calendar year, 1954.

You will be advised of any changes in this schedule.

L. L. Laughlin

CC - Director
Mr. Tolson
Mr. Holloman
Mr. Mohr
Mr. Eadd
Mr. Nichols
Mr. Belmont
Mr. Harbo
Mr. Glavin
Mr. Tamm
Mr. Rosen
Mr. Tracy
Mr. J. E. Edwards
Mr. H. L. Edwards
Mr. Cavanaugh

DJB:jeg

ORIGINAL FILED IN 67-518854-114

89 MAR 12 1954

167

<u>DATE</u>	<u>NAME</u>	<u>OFFICE</u>	February 10, 1954
2-15-54	R. L. Faisst	New Orleans	Two Day Conference
	R. L. Murphy	Milwaukee	Two Day Conference
	A. Cornelius	Salt Lake City	Two Day Conference
2-23-54	J. C. Ellsworth	Kansas City	In-Service Training
	G. N. Willis	San Diego	In-Service Training
	W. M. Whelan	San Francisco	Two Day Conference
3-1-54	E. L. Boyle	Louisville	In-Service Training
	F. Hallford	Pittsburgh	Two Day Conference
	E. A. Soucy	Knoxville	Two Day Conference
3-8-54	A. T. Potter	Richmond	In-Service Training
	N. R. Johnson	Oklahoma City	In-Service Training
	G. B. Norris	Phoenix	In-Service Training
3-22-54	* 	Mexico City	In-Service Training
	L. L. Laughlin	WFO	In-Service Training
	C. E. Weeks	Memphis	In-Service Training
3-29-54		El Paso	In-Service Training
	J. K. Mumford	Dallas	In-Service Training
	G. C. Burton	Portland	Two Day Conference
4-5-54	R. J. Abbaticchio	Philadelphia	In-Service Training
	J. M. Lopez	Savannah	In-Service Training
4-12-54	M. W. McFarlin	Cincinnati	In-Service Training
	N. H. McCabe	Cleveland	Two Day Conference
4-19-54	D. K. Brown	Albany	In-Service Training
	J. A. Robey	Birmingham	In-Service Training
	C. E. Piper	Honolulu	In-Service Training

b6
b7c

* To report to SOG 3-17 for Conference prior to reporting for In-Service Training on 3-22-54.

ENCLOSURE

Mr. Tolson

February 26, 1954

Mr. Glavin

IN-SERVICE TRAINING AND TWO DAY CONFERENCE

There is attached hereto a schedule of SACs and Agents on Confidential Assignment for In-Service Training and Two Day Conference for the calendar year, 1954.

You will be advised of any changes in this schedule.

L. L. Laughlin

CC - Director

Mr. Tolson
Mr. Holloman
Mr. Mohr
Mr. Boardman
Mr. Nichols
Mr. Belmont
Mr. Harbo
Mr. Glavin
Mr. Tamm
Mr. Rosen
Mr. Tracy
Mr. J. E. Edwards
Mr. H. L. Edwards
Mr. Cavanaugh

DJB:djjg

68

89 MAR 22 1954

67-518854-136

<u>DATE</u>	<u>NAME</u>	<u>OFFICE</u>	February 26, 1954
3-1-54	E. L. Boyle E. A. Soucy	Louisville Knoxville	In-Service Training Two Day Conference
3-8-54	A. T. Potter N. R. Johnson G. B. Norris	Richmond Oklahoma City Phoenix	In-Service Training In-Service Training In-Service Training
3-11 & 3-12	*H. C. Boswell	Buffalo	Conference en route transfer
3-18-54	D. K. Brown D. A. Bryce **J. A. Roche W. G. Banister G. C. Burton *** G. Bethel	Albany Albuquerque Norfolk Chicago Portland Mexico City Canada	Security Espionage Conf. Security Espionage Conf. Security Espionage Conf. Security Espionage Conf. Security Espionage Conf. Security Espionage Conf. Security Espionage Conf.
3-22-54	D. K. Brown L. L. Laughlin B. E. Weeks	Albany Mexico City WFO Memphis	In-Service Training In-Service Training In-Service Training In-Service Training
3-29-54	J. C. Ellsworth J. K. Mumford	Kansas City El Paso Dallas	In-Service Training In-Service Training In-Service Training
4-5-54	A. Cornelius R. J. Abbaticchio J. M. Lopez	Salt Lake City Philadelphia Savannah	Two Day Conference In-Service Training In-Service Training
4-12-54	M. W. McFarlin N. H. McCabe	Cincinnati Cleveland	In-Service Training Two Day Conference
4-19-54	J. A. Robey C. E. Piper	Birmingham Honolulu	In-Service Training In-Service Training

b6
b7C

* Ordered to New Orleans as SAC

** Ordered to Buffalo as SAC

*** To report to SOG 3-17-54

March 4, 1954

Mr. Tolson

Mr. Glavin

IN-SERVICE TRAINING AND TWO DAY CONFERENCE

There is attached hereto a schedule of SACs and Agents on Confidential Assignment for In-Service Training and Two day Conference for the calendar year, 1954.

You will be advised of any changes in this schedule.

W. L. Loughlin

CC- Director

Mr. Tolson

Mr. Holloman

Mr. Mohr

Mr. Boardman

Mr. Nichols

Mr. Belmont

Mr. Harbo

Mr. Glavin

Mr. Tamm

Mr. Rosen

Mr. Tracy

Mr. J. E. Edwards

Mr. H. L. Edwards

Mr. Cavanaugh

DJB:djjg

MAR 29 1954

<u>DATE</u>	<u>NAME</u>	<u>OFFICE</u>	March 4, 1954
3-8-54	A. T. Petter N. R. Johnson	Richmond Oklahoma City	In-Service Training In-Service Training
3-11 & 3-12	*H. C. Boswell	Buffalo	Conference en route transfer
3-18-54	D. K. Brown D. A. Bryce **J. A. Roche W. G. Banister G. C. Burton ** G. Bethel	Albany Albuquerque Norfolk Chicago Portland Mexico City Canada	Security Espionage Conf. Security Espionage Conf. Security Espionage Conf. Security Espionage Conf. Security Espionage Conf. Security Espionage Conf. Security Espionage Conf.
3-22-54	D. K. Brown L. L. Laughlin C. E. Weeks	Albany Mexico City WFO Memphis	In-Service Training In-Service Training In-Service Training In-Service Training
3-29-54	J. C. Ellsworth J. K. Mumford	Kansas City El Paso Dallas	In-Service Training In-Service Training In-Service Training
4-5-54	A. Cornelius R. J. Abbaticchio J. M. Lopez	Salt Lake City Philadelphia Savannah	Two Day Conference In-Service Training In-Service Training
4-12-54	M. W. McFarlin N. H. McCabe G. B. Norris	Cincinnati Cleveland Phoenix	In-Service Training Two Day Conference In-Service Training
4-19-54	J. A. Robey C. E. Piper	Birmingham Honolulu	In-Service Training In-Service Training

b6
b7C

*Ordered to New Orleans as SAC
 **Ordered to Buffalo as SAC
 ***To report to SOG 3-17-54.

Mr. Tolson

March 16, 1954

Mr. Glavin

IN-SERVICE TRAINING AND TWO DAY CONFERENCE

There is attached hereto a schedule of SACs and Agents on Confidential Assignment for In-Service Training and Two Day Conference for the calendar year, 1954.

You will be advised of any changes in this schedule.

L. L. Langhlin

CC - Director

Mr. Tolson
Mr. Holloman
Mr. Mohr
Mr. Boardman
Mr. Nichols
Mr. Belmont
Mr. Harbo
Mr. Glavin
Mr. Tamm
Mr. Rosen
Mr. Tracy
Mr. J. E. Edwards
Mr. H. L. Edwards
Mr. Cavanaugh

ORIGINAL FILED IN

DJB:jmd

MAR 29 1954

9

<u>DATE</u>	<u>NAME</u>	<u>OFFICE</u>	March 16, 1954
3-18-54	D. K. Brown D. A. Bryce J. A. Roche *W. G. Banister G. C. Burton * G. Bethel	Albany Albuquerque Buffalo Chicago Portland Mexico City Canada	Security Espionage Conf. Security Espionage Conf. Security Espionage Conf. Security Espionage Conf. Security Espionage Conf. Security Espionage Conf. Security Espionage Conf.
3-22-54	D. K. Brown G. E. Weeks	Albany Mexico City Memphis	In-Service Training In-Service Training In-Service Training
3-29-54	L. L. Laughlin J. C. Ellsworth J. K. Mumford	WFO Kansas City El Paso Dallas	In-Service Training In-Service Training In-Service Training In-Service Training
4-5-54	A. Cornelius R. J. Abbaticchio J. M. Lopez	Salt Lake City Philadelphia Savannah	Two Day Conference In-Service Training In-Service Training
4-12-54	M. W. McFarlin N. H. McCabe G. B. Norris	Cincinnati Cleveland Phoenix	In-Service Training Two Day Conference In-Service Training
4-19-54	J. A. Robey C. E. Piper	Birmingham Honolulu	In-Service Training In-Service Training

b6
b7c

* To report to SOG the afternoon of 3-17-54 for conferences prior to Security Espionage Conference.

** To report to SOG the afternoon of 3-17-54.

Name: LEO L. LAUGHLIN

Title: Special Agent in Charge

EOD: 12/2/35

Grade: GS#16 at \$12,200

Non-Veteran

INSPECTOR VAN PELT: Assumed duties as SAC at WFO 9/14/53, after an absence from field work of approximately 8 years. He presents an excellent appearance, is intelligent, converses well, and displays the necessary animation, personality, energy, and poise to make friends readily and inspire confidence. He is well-rounded in his thinking, effectively prods for accomplishments, and constantly seeks to improve over-all operations. He is a vigorous and hard driver but is thoroughly respected by the employees. He is fully accessible to them as well as to visitors. He sets a good example, personally participates in important activities, and averaged 2 hours and 58 minutes voluntary overtime daily 11/1/53-1/31/54, compared with the office average of 1 hour and 36 minutes.

Comparison of evaluations placed on inspection findings of last inspection 7/30-8/7/53, with those of this inspection are as follows:

<u>Operation</u>	<u>Rating</u>	
	<u>Last Inspection</u>	<u>This Inspection</u>
Physical Condition and Maintenance	Good	Very Good
Investigative Operations	Fair	Fair
Administrative Operations	Very Good	Fair
Personnel Matters	Good	Good
Contacts	Good	Very Good

WFO INSPECTION

March 29, 1954

APR 1 1954

43

NOT RECORDED-1E
3-9-54
N-M

SAC LAUGHLIN has progressively improved the operations of the office in some respects, but further tightening up is required to increase production and more effectively meet deadlines. Was orally advised that voluntary overtime record of office is one of lowest in service, that time in office is excessive, and that efforts must be made to effectively convert same into investigative operations.

It is felt SAC LAUGHLIN is considering this assignment as a real challenge. It is believed he has the capacity to correct the weaknesses found and capably direct the activities of the WFO. SAC LAUGHLIN appears to be in good health, advised he has no personal problems, seems to be happy in his present assignment, and informed he is available for transfer elsewhere if necessary. He is purchasing his own home in the Washington area and has his children in school there.

RECOMMENDATION: None - - - Strictly
informative.*

*Summary memorandum to Director had appropriate letter attached concerning inspection findings, censuring SAC for delinquencies and weaknesses discovered, and instructing that Bureau be notified promptly of corrective action taken.

Mr. Tolson

Mr. Glavin

IN-SERVICE TRAINING AND TWO DAY CONFERENCE

L. L. Laughlin

There is attached hereto a schedule of SACs and Agents on confidential Assignment for In-Service Training and Two Day Conference for the calendar year, 1954.

You will be advised of any changes in this schedule.

CC - Director

Mr. Tolson
Mr. Holloman
Mr. Mohr
Mr. Ladd
Mr. Nichols
Mr. Belmont
Mr. Harbo
Mr. Glavin
Mr. Tamm
Mr. Rosen
Mr. Tracy
Mr. J. E. Edwards
Mr. H. L. Edwards
Mr. Cavanaugh

DJB:jeg

ORIGINAL FILED IN 67-518854-116

89 MAR 1 1954

<u>DATE</u>	<u>NAME</u>	<u>OFFICE</u>	February 17, 1954
2-23-54	F. Hallford G. N. Willis W. M. Whelan	Pittsburgh San Diego San Francisco	Two Day Conference In-Service Training Two Day Conference
3-1-54	E. L. Boyle E. A. Soucy	Louisville Knoxville	In-Service Training Two Day Conference
3-8-54	A. T. Potter N. R. Johnson G. B. Norris	Richmond Oklahoma City Phoenix	In-Service Training In-Service Training In-Service Training
3-18-54	D. K. Brown D. A. Bryce H. C. Boswell W. G. Banister [REDACTED] G. Bethel G. C. Burton	Albany Albuquerque Buffalo Chicago Mexico City Canada Portland	Security Espionage Conf. Security Espionage Conf. Security Espionage Conf. Security Espionage Conf. Security Espionage Conf. Security Espionage Conf. Security Espionage Conf.
2-23-54	D. K. Brown [REDACTED] L. L. Laughlin C. E. Weeks	Albany Mexico City WFO Memphis	In-Service Training In-Service Training In-Service Training In-Service Training
3-29-54	J. C. Ellsworth [REDACTED] J. K. Mumford	Kansas City El Paso Dallas	In-Service Training In-Service Training In-Service Training
4-5-54	A. Cornelius R. J. Abbaticchio J. M. Lopez	Salt Lake City Philadelphia Savannah	Two Day Conference In-Service Training In-Service Training
4-12-54	M. W. McFarlin N. H. McCabe	Cincinnati Cleveland	In-Service Training Two Day Conference
4-19-54	J. A. Robey C. E. Piper	Birmingham Honolulu	In-Service Training In-Service Training

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* To report to SOG 3-17-54.

ENCLOSURE

Mr. Tolson

February 3, 1954

Mr. Glavin

IN-SERVICE TRAINING AND TWO DAY CONFERENCE

H. L. Laughlin

There is attached hereto a schedule of SACs and Agents on Confidential Assignment for In-Service Training and Two Day Conference for the calendar year, 1954.

You will be advised of any changes in this schedule.

CC - Director

Mr. Tolson
Mr. Holloman
Mr. Mohr
Mr. Ladd
Mr. Nichols
Mr. Belmont
Mr. Harbo
Mr. Glavin
Mr. Tamm
Mr. Rosen
Mr. Tracy
Mr. J.E. Edwards
Mr. H.L. Edwards
Mr. Cavanaugh

DJB:eup

30 FEB 1954

<u>DATE</u>	<u>NAME</u>	<u>OFFICE</u>	February 3, 1954
2-4-54	*H. G. Foster	Cincinnati	Conference
2-8-54	R.A. Newby R. N. Hosteny	Quantico Springfield	In*Service Training In-Service Training
2-15-54	R. L. Faisst J. C. Ellsworth R. L. Murphy	New Orleans Kansas City Milwaukee	Two Day Conference In-Service Training Two Day Conference
2-23-54	E. L. Boyle G. N. Willis W. M. Whelan	Louisville San Diego San Francisco	In-Service Training In-Service Training Two Day Conference
3-1-54	R. Hallford A. Cornelius E. A. Soucy	Pittsburgh Salt Lake City Knoxville	Two Day Conference Two Day Conference Two Day Conference
3-8-54	A. T. Potter N. R. Johnson G. B. Norris	Richmond Oklahoma City Phoenix	In-Service Training In-Service Training In-Service Training
3-22-54	* L. L. Laughlin C. E. Weeks	Mexico City WFO Memphis	In-Service Training In-Service Training In-Service Training
3-29-54	 J. K. Mumford G. C. Burton	El Paso Dallas Portland	In-Service Training In-Service Training Two Day Conference
4-5-54	R. J. Abbaticchio J. M. Lopez	Philadelphia Savannah	In-Service Training In-Service Training
4-12-54	M. W. McFarlin N. H. McCabe	Cincinnati Cleveland	In-Service Training Two Day Conference
4-19-54	D. K. Brown J. A. Robey C. E. Piper	Albany Birmingham Honolulu	In-Service Training In-Service Training In-Service Training

* H. G. Foster to report to SOG 2-4; to proceed directly to Boston.
as SAC from SOG

**
To report to SOG 3-17 for Conferences prior to reporting for In-
Service Training on 3-22-54.

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WBH

Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. Harbo ✓

DATE: 3/12/54

FROM : E. D. Mason M

SUBJECT: INSPECTION - WASHINGTON FIELD

Tolson _____
 Ladd _____
 Nichols _____
 Belmont _____
 Clegg _____
 Glavin _____
 Harbo _____
 Rosen _____
 Tracy _____
 Mohr _____
 Trotter _____
 Winterrowd _____
 Tele. Room _____
 Holloman _____
 Miss Gandy _____

L.L. O

SAC Laughlin, Washington Field Office, is due at the Bureau March 22 for In-Service training. The inspection will have just been completed by that date; however, findings will not have been correlated completely and it will not be possible to prepare the summary memorandum or the letter to the SAC by that date.

It has in the past been considered desirable to have complete inspection findings available to the Director before SACs come in. On the other hand, if the Director does not see Laughlin until the second week of In-Service training (March 29) the inspection report, summary, and letter to the SAC should be available.

I believe this situation will work out all right without the need for rescheduling Laughlin to a later date. If, however, the Bureau feels that there should be a synopsis as to the high lights of the findings in advance of the inspection report, we would appreciate knowing now so that arrangements can be made to obtain one.

I suggest he be re-scheduled for 3-29

Jagier

3-11 PH

EDM:js

*224 Rec
3/15*

*Notes checked by
with Div 2 & Crime
Records Section
no conflicts
message sent re
SAC, WFO for J. J. Jones
commenting 3-24-54
enf*

67-58420-284
171

89 MAR 22 1954

43

3 (18) 105/100

Mr. TOLSON

March 1, 1954

R. T. HALBO

Referral/Consult



[Redacted]
Clerk,
Washington Field Office

[Redacted]
Principal Stenographer,
Washington Field Office

[Redacted]
Applicant Supervisor,
Washington Field Office

HOWARD B. FITCHER,
Assistant Special Agent in Charge
Washington Field Office

[Redacted] was;
[Redacted] was. - FUGITIVE,
Interstate Transportation of
Stolen Motor Vehicle,
Bureau File 26-153704

[Redacted]
Stenographic Group Supervisor
Washington Field Office

[Redacted]
Special Agent,
Washington Field Office

[Redacted]
Special Agent,
Washington Field Office

LEO L. LANGELIN,
Special Agent in Charge,
Washington Field Office

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SYNOPSIS

Clerk [Redacted] admitted 2/23/54 that she (1) received expedite dictation from SA [Redacted] 1/20/54 in the [Redacted] departmental applicant case which had a deadline of 1/20/54, (2) did not transcribe same until 1/22/54, (3) received the report back for correction 1/22/54, (4) failed to list this work on her daily stenographic worksheets thereafter, (5) concealed the file during office inspections of her desk and workbox, and took the file home with her 1/29/54 to avoid detection, (6) retyped the report 2/19/54 and routed it directly to SA [Redacted] instead of clearing it through Stenographic Group Supervisor [Redacted] as required. Clerk [Redacted] also admitted (1) receiving expedite dictation from SA [Redacted] 1/27/54 in the [Redacted] interstate transportation of stolen motor vehicle case, (2) changing the date of her receipt of said dictation to 1/28/54 on her daily stenographic worksheets of 2/1, 2 and 3/54, (3) not listing said work on her daily stenographic worksheets

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HCV:ism;jg
cc: Mr. GLAVIN (Attention H.L. EDWARDS)
cc: Mr. BOARDMAN
cc: Mr. ROSEN
cc: Mr. CALLAN

thereafter, and (4) concealing the file during inspections of her desk and workbox until her delinquencies were discovered 2/23/54. Clerk [] denied misusing the information contained in either the [] files, said she had not shown confidential material to any outsiders, and is not acquainted with any of the individuals involved or interviewed in either of these investigations. Clerk [] submitted her voluntary resignation 2/23/54, and was suspended 2/23/54. Dropped from rolls 2/23/54.

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Clerk [] immediate supervisor, Stenographic Group Supervisor [] unable to explain her failure to discover that (1) the [] reports were not transcribed immediately, (2) the date of Clerk [] receipt of the dictation in the [] case was changed from 1/27/54 to 1/28/54 on Clerk [] daily stenographic work sheets of 2/1, 2 and 3/54, and (3) the work in the [] and [] cases was crossed off Clerk [] daily stenographic work-sheets although the dictation in these cases had not been transcribed. [] advised she inspected Clerk [] desk 1/28/54 and on 2/12 and 19/54, made monthly inspections of Clerk [] workbox 1/15/54 and 2/15/54, and made special inspections of Clerk [] workbox 2/10 and 16/54 when Clerk [] was on sick leave. [] stated Clerk [] was usually present after hours when the regular inspections of desks and workboxes were made, because Clerk [] generally remained late to practice transcriptions in connection with a special course she was taking to improve her stenographic proficiency. [] explained she may have failed to discover the [] and [] files during these regular inspections because [] may have concealed them among her school books. [] further explained she may have failed to discover these files during the special inspections of Clerk [] workbox, conducted when the latter was on sick leave, because Clerk [] may have retained them in her desk at the time or had taken them home with her.

SA [] who dictated the [] report to Clerk [] 1/20/54, admitted being notified by Applicant Supervisor [] 2/5 and 12/54 that said departmental applicant case was delinquent, the deadline having been 1/20/54. SA [] explained he attempted to locate the [] file and contact Clerk [] but with negative results, until he found the transcribed report dated 2/23/54, with the file attached, in his mail folder 2/23/54 (it having been routed there by Clerk [] 2/19/54 without having been cleared through her Stenographic Group Supervisor []).

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Applicant Supervisor [] could not definitely recall his specific efforts to follow the [] case. He explained his usual

procedure would have been to set the tickler for 1/25/54, or three work days after the deadline date, that the tickler was then probably re-set for 2/5/54, under the assumption that the report had been dictated. He did not remember discussing the [] case with SA [] 2/5/54, but advised that the tickler had apparently been re-set for 2/12/54 after he purportedly ascertained from SA [] that the report had been dictated. He recalled instructing SA [] 2/12/54 to make a special request of the Chief Clerk's Office to locate the [] file. Supervisor [] admitted that, following the commencement of the inspection of the Washington Field Office 2/15/54, he made no further effort to locate the [] file, expecting that it would turn up.

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SA [] advised he afforded preferred attention to the [] interstate transportation of stolen motor vehicle case, after it was reassigned to him 12/18/53, in view of one of the subjects being in fugitive status. He explained that he dictated the results of said investigation to Clerk [] 1/27/54 to refer the case upon completion to the office of origin, Charlotte. He said he assumed this had been done until 2/23/54 when he received two airtels to discontinue investigation in view of the apprehension of the fugitive subject at Philadelphia. He stated that he then called the ASAC and informed him of the foregoing.

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The ASAC confirmed receipt of the above mentioned call from SA [] 2/23/54, said he immediately contacted Principal Stenographer [] and learned that Clerk [] delayed transcription of the [] report, and her other delinquencies had just been discovered. The ASAC had no record nor recollection of when the [] case had come up on tickler, nor whether there was a dictation slip in the file when the airtels were routed to SA []. There was no dictation slip in the [] file 2/23/54 when it was located in the possession of Clerk [].

All other work assigned to Clerk [] since 1/1/54 was reviewed and found to be in order. Substantive delinquencies were found in the [] case prior to its reassignment to SA [] 12/18/53. They consist of failure to designate copies of an investigative report to the Bureau, failure to designate a copy of said report to the United States Attorney although containing information of value to the prosecution, and delayed reporting. Explanations are being obtained and the matter is being followed up and will be reported in connection with the current inspection of the Washington Field Office. Inquiry is also being conducted as to the responsibility of the Applicant Section at the Bureau as to the missing of the deadline in the

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[redacted] case by over a month, and the results will be promptly submitted.

RECOMMENDATIONS

(1) [redacted] CLARK, WASHINGTON FIELD OFFICE: In view of her failure to expeditiously transcribe the [redacted] reports, her falsification of her daily stenographic worksheets, her concealment of the [redacted] files during office inspections, her taking the [redacted] file home with her, and her failure to clear the [redacted] report through her immediate supervisor as required, it is recommended that [redacted] voluntary resignation not be accepted by the Bureau and that she be dropped from the rolls. (Since dictation of this memorandum, the Director has approved dropping [redacted] from the rolls 2/23/54. She is a non-veteran).

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(2) MRS. ROSEMARY F. CLARK, STENOGRAPHIC GROUP SUPERVISOR, WASHINGTON FIELD OFFICE: Because of her failure to discover Miss DEBELFR (1) had not expeditiously transcribed the WATSON and MAXWELL reports, (2) falsified her daily stenographic worksheets, (3) concealed the WATSON and MAXWELL files during office inspections, and (4) took the WATSON file home with her, it is felt Mrs. CLARK's supervision has been lax. Recommend censure and probation. Mrs. CLARK is a non-veteran.

(3) MRS. LOUISE H. S KOPAC, PRINCIPAL STENOGRAPHER, WASHINGTON FIELD OFFICE: Has responsibility for over-all operations of stenographic

pool and should have exercised tighter control to insure that [redacted] provided [redacted] with more effective supervision. Recommend censure. [redacted] is a non-veteran.

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(4) SA [redacted] WASHINGTON FIELD OFFICE: For failure to effectively follow up to ascertain what had happened to the report he dictated in the [redacted] case, after being put on notice 2/5/54 and again on 2/12/54 that the deadline of 1/20/54 had not been met, recommend censure and probation. SA [redacted] is a veteran.

(5) APPLICANT SUPERVISOR [redacted] WASHINGTON FIELD OFFICE: For ineffective supervision of the WATSON case, wherein the deadline of 1/20/54 was missed by more than 30 days, and his failure to promptly and

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vigorously follow up to ascertain what had happened to the report
SA [] told him had been dictated, recommend censure and probation.
Supervisor [] is a non-veteran.

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(6) SA [] WASHINGTON FIELD OFFICE: Not considered
derelict in his handling of the [] case, and no disciplinary action
is recommended. SA [] is a non-veteran.

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(7) ASAC HOWARD E. FLETCHER, WASHINGTON FIELD OFFICE: Recommendation
will be promptly submitted as to his prior supervision of the []
case. However, he is not considered derelict insofar as the failure to
discover [] delinquencies is concerned, and no disciplinary
action is recommended in this regard. ASAC FLETCHER is a non-veteran.

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(8) SAC LEO L. LAUGHLIN, WASHINGTON FIELD OFFICE is directly responsible for the over-all operations of the office, is the immediate supervisor of Principal Stenographer [] and Applicant Supervisor [] and shares with them the responsibility for failure to exercise tighter control. Recommend censure. SAC LAUGHLIN is a non-veteran.

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PERSONNEL FILES of all of the employees concerning whom disciplinary action is recommended are attached hereto.

DETAILS

BACKGROUND:

At 12:15 P.M. February 23, 1954, SAC LAUGHLIN informed Inspector H. C. VAN PELT, who was then conducting an inspection of the Washington Field Office, that Clerk [redacted] (1) was just found to have taken the dictation of two investigative reports in January, 1954. (2) she subsequently crossed off the entries on her stenographic work sheets to indicate these reports were transcribed despite the fact they had not been completed at the time (3) she admitted concealing the files when her desk and workbox were inspected and (4) she also admitted having taken one of the files home with her to avoid detection. b6 b7C

FILES INVOLVED:

The files involved in the above-listed derelictions of [redacted] were found to be:

(1)

Referral/Consult

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(2) [redacted] was.; [redacted] was. - FUGITIVE, Interstate Transportation of Stolen Motor Vehicle, Bureau file 26-153704, Washington Field Office file 26-12064. Instant case originated in Charlotte and was reassigned at the Washington Field Office to SA [redacted] [redacted] December 18, 1953, following the submission of a pending b6 b7C

report by SA [] December 18, 1953, at Washington, D.C., setting out a lead to re-interview an acquaintance of subject [] and to report results of a mail cover on the latter's mother and aunt.

The Principal Stenographer, [] advised these two files came to her attention on February 23, 1954, when Assistant Supervisor [] brought her the [] report dated February 23, 1954. Assistant Supervisor [] advised [] that SA [] had notified him that said report was dictated January 20, 1954. Assistant Supervisor [] requested [] to make appropriate inquiry as to the delay in transcription.

[] determined through review of the stenographic work sheets that the report had been dictated by SA [] to [] on January 20, 1954, as an expedite matter, that [] had purportedly transcribed the report January 22, 1954, and that it was apparently returned to [] at that time for correction. [] then interrogated [] with the following results.

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EXPLANATION OF []

She informed [] that she completed the retyping of the [] report February 19, 1954, and sent it directly to SA [] instead of clearing it through her Group Supervisor, [] as required. [] also admitted failure to list the dictation on her stenographic work sheets as instructed, as well as taking the [] file home with her to prevent the dereliction being noted during the regular office inspections of her desk and workbox.

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[] inquired if [] had delayed any other transcriptions. [] advised she had not yet transcribed the dictation she received from SA [] January 27, 1954, in the [] case. This date was verified from her work sheets of January 27, 28, and 29, 1954. Her work sheets of February 1, 2 and 3, 1954, carried the date of this dictation as January 28, 1954. [] also admitted crossing off the entry on her work sheet of February 3, 1954, to indicate she had completed the transcription on that date. She admitted she had never transcribed the dictation and still had it on her books without listing it as required on any of her daily reports since February 3, 1954. [] insisted to [] that she had never taken the [] file home, but had kept it both in her workbox and in her desk. [] explained she usually remained at the office for a while after hours practicing transcriptions in a course she was taking to improve her proficiency as a stenographer and when office inspections of the stenographers' desks and workboxes were conducted she concealed the file among her school books.

[redacted] requested [redacted] to submit a memorandum explaining the foregoing delinquencies. Said memorandum, which is retained on file at the Washington Field Office, is quoted herein as follows:

"SAC, WFO

2-23-54

[redacted] /s/mld

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"Undone work for

SA [redacted]

SA [redacted]

"I took dictation from these Agents in January some time. SA [redacted] on the 20th I think.

"After taking this dictation I typed the report and got it back for corrections which were my fault. At the time I was getting everything I typed back for corrections, or so it seemed to me. There would be some little thing wrong with each report. I kept putting off doing this report again and kept it in my work box and with my shorthand books on several occasions. I took this file home with me in a brown manila envelope in which I kept my shorthand books, on one occasions as we were going to have a thorough inspection of our work boxes and desks. I finally did this report during the week of February 15, and handed it in on February 19. I put it in the outgoing box for Agent's since it was corrected and I knew my supervisor, [redacted] would want to know why I had not done it before. I do not have a good reason for my actions as I do not know myself why I ever did such a thing. My only hope last week was that I might get caught up and try to get a new start, as my production has never been good and I was supposed to be just a typist again and and doing rough drafts.

"I never typed all of my dictation for [redacted] I have typed the enclosure envelopes and I started to rough draft the report. I realize the seriousness of this matter and am therefore submitting my resignation, so as not to be a worry to the Bureau ever again.

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[redacted] my supervisor, has tried to help me on numerous occasions and she cannot be blamed for anything which happened."

The resignation referred to above and which was voluntarily submitted by [redacted] was attached to my initial memorandum to Mr. TOLSON dated February 23, 1954, furnishing the preliminary information received concerning this matter. Said resignation is quoted herein as follows:

"February 23, 1954

"Dear Mr. Hoover:

"Re: Resignation of [redacted] WFO

"I wish to submit my resignation due to inability to maintain the high standing the FBI has represented for years. My work has never been very good and I have been given chances to help myself and I have tried and failed to meet the requirements of a good FBI employee.

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"Yours truly,

/s/ [redacted]

[redacted] confirmed the foregoing details to Inspector VAN BELT when questioned by him on the afternoon of February 23, 1954. She readily admitted the above-mentioned derelictions and explained they occurred because she had been making so many errors that her work had piled up. She stated she concentrated on other transcriptions and typing assignments to maintain a satisfactory production record. She said she accordingly deferred the transcription of the [redacted] reports instead of transcribing them immediately as expedite matters, changed the date on her work sheets of SA [redacted] dictation of the [redacted] report from January 27 to January 28, and crossed off both the [redacted] entries on her stenographic work sheets as completed dictation without having transcribed said reports in order to show better production. [redacted] admitted taking the [redacted] file home with her on January 29, 1954, when she feared there would be an inspection of the stenographers' desks and workboxes. She said she did this on other occasions also, but had no recollection as to the exact dates. She denied having taken the [redacted] file out of the office. She explained she managed to conceal both files on other occasions when the stenographers' desks and workboxes were inspected by placing them among her school books. She denied having misused the information contained in either the [redacted] or [redacted] files, said she had not shown them to any outsiders, and was not acquainted with any of the individuals involved or interviewed in either of these investigations.

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[redacted] was informed by the Inspector that her resignation would be submitted to the Bureau, but that this should not be construed by her that the Bureau would accept said resignation because more serious action might be taken by the Bureau in view of the nature of her derelictions.

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She was suspended by the Inspector at the close of business February 23, 1954, in accordance with telephonic instructions received from Mr. MOHR of the Bureau. [redacted] surrendered her Bureau property prior to her departure and advised her forwarding address would be [redacted]

Dropped from rolls as of 2/23/54.

CONCLUSION: This [redacted] (1) failed to transcribe both the [redacted] reports as expedite matters as instructed (2) falsified her stenographic work sheets of February 1, 2 and 3, 1954, through carrying the date of dictation of the [redacted] report as received on January 28, 1954, instead of January 27, 1954 (3) further falsified her stenographic work sheets through crossing off the entries covering her receipt of the dictation of both the [redacted] and [redacted] reports to indicate they had been completed (4) concealed both the [redacted] and [redacted] files during the office inspections of desks and workboxes (5) took the [redacted] file home with her to avoid detection of her derelictions (6) unnecessarily delayed the transcription of both the [redacted] and [redacted] reports, and (7) attempted to clear the transcription of the [redacted] dictation on February 19, 1954, by sending the completed report directly to the dictating Agent rather than through her Group Supervisor as required.

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MAINTENANCE AND INSPECTION OF STENOGRAPHIC MATERIAL:

Section 3A1a of the Manual of Rules and Regulations provides "Official papers, documents, books, and similar materials are not to be kept in desk drawers but filing cabinets for this purpose are to be supplied."

Section 3A3 of the Manual of Rules and Regulations provides for inspections as follows:

- "a. Quarterly by SAC - desks, filing cabinets, and all office equipment."
- "b. Monthly by clerical employee in months when SAC does not make."

Section 1A, Paragraph 20, of the Manual for Field Stenographers provides "Frequent inspections will be made of all offices, including desks of employees ---."

Principal Stenographer [redacted] advised that in compliance with the foregoing instructions stenographers' desks and workboxes are regularly inspected by the Group Supervisors once a month and that said workboxes are also inspected whenever a stenographer is on sick leave. She informed that the inspections are usually conducted after normal working hours.

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She further stated that, while not required, the stenographers' desks are spot checked at varying intervals more often than the mandatory once a month inspection; that this is usually done on a staggered basis about once every week or two throughout the various stenographic sections. She advised (and this was verified through independent inquiry) that she maintains a tickler on the required monthly inspections and regularly follows up with the Group Supervisors to insure that such inspections are conducted. She stated no tickler is maintained on the more frequent spot checks because these are conducted on such varying intervals and are staggered among the various stenographic sections, but that it is incumbent upon the Group Supervisors to report any delinquencies found directly to her.

EXPLANATION OF GROUP SUPERVISOR

[redacted] informed that she vaguely recalled reading the [redacted] report after [redacted] initially transcribed same in January, 1954, and that she returned it at that time to [redacted] for minor corrections. [redacted] had no record nor recollection of the exact date when it was returned for correction and did not know what happened to the [redacted] report and file after that, except that said material did not clear through her as required when the file and report were sent by [redacted] directly to SA [redacted] on February 19, 1954. [redacted] could not explain her failure to discover that [redacted] stenographic work sheets of February 1, 2 and 3, 1954, incorrectly listed the date of receipt of SA [redacted] dictation of the [redacted] report as January 28, 1954, instead of January 27, 1954. [redacted] could not account for her failure to discover that [redacted] had crossed both the [redacted] reports off her stenographic work sheets as completed, except that she, [redacted] did not check against [redacted] work sheets each of the reports which [redacted] transcribed. She said she conferred with [redacted] frequently regarding any corrections she had and was satisfied that [redacted] had completed them, but that she, [redacted] had taken no further action to insure same except through inspections of [redacted] desk and workbox.

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[redacted] explained she inspected [redacted] desk on January 28, 1954, and on February 12 and 19, 1954, but found nothing therein except supplies. She stated she made monthly inspections of [redacted] workbox on January 15 and February 15, 1954, and made special inspections of [redacted] workbox on February 10 and 16, 1954, when [redacted] was on sick leave. She advised [redacted] was usually present when the regular inspections were made of the stenographers' desks and workboxes because [redacted] frequently remained after hours to practice transcriptions in connection with a special

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course she was taking to improve her stenographic proficiency. [redacted] pointed out she may have failed to discover the [redacted] and [redacted] files during such inspections because [redacted] may have concealed them among her school books. She advised she may have failed to discover these files during the special inspections of [redacted] workbox when the latter was on sick leave because [redacted] may have retained them in her desk at the time or had taken them home with her.

CONCLUSION: That [redacted] supervision of [redacted] was inadequate because of failure to (1) follow up to insure that [redacted] immediately transcribed expedite dictation received in both the [redacted] and [redacted] cases (2) detect that [redacted] changed the date on her stenographic work sheets to reflect she received the dictation in the [redacted] case on January 28, 1954, instead of January 27, 1954 (3) discover that [redacted] had crossed both the [redacted] and [redacted] dictation off her stenographic work sheets to reflect that she had transcribed these matters, and (4) detect that [redacted] was concealing said files and had taken the [redacted] file home with her.

RESPONSIBILITY OF PRINCIPAL STENOGRAPHER [redacted]

As the immediate supervisor of [redacted] and responsible for the over-all operations of the stenographic pool, Principal Stenographer [redacted] appears to share with [redacted] the responsibility for failure to have provided [redacted] with sufficiently close supervision to have prevented [redacted] delinquencies from occurring.

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RESPONSIBILITY OF SA [redacted]

He produced his assignment card on the [redacted] case. It showed he dictated his report to [redacted] on January 20, 1954. He advised that other reports which he dictated to [redacted] were routed to him for proofreading within a reasonable time, but that occasionally applicant's reports are approved without proofreading by the dictating Agent and are forwarded by the supervisor directly to the Bureau to meet certain deadlines. He said he therefore did not attach any particular significance to his not receiving the transcribed [redacted] report for proofreading until Supervisor [redacted] notified him on February 5, 1954, that the case was delinquent. Agent [redacted] explained he thought the report had cleared from the office but had not yet been posted because of a delay brought about by the preparation of the monthly administrative report. He admitted he did not check with the Posting Clerk to verify same. He advised he was again notified by Supervisor RYAN on February 12, 1954, that the case was delinquent. He claimed to have then made an effort to contact [redacted] but ascertained she was not available. He said

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he also submitted a charge-out slip on February 12, 1954, requesting the [] file but received advice a few days later that said file was not available. He explained he then checked the closed files and ascertained it was not in that section. He stated he then requested the pending files section to make a special search for said file and was informed that the Inspector's Aides had also requested said file be located for review during instant inspection. He said he made further efforts to contact [] but was informed she was not at work. He advised that he subsequently found the file in his folder on February 23, 1954. He stated he proofread the report attached thereto dated February 23, 1954, made a few minor corrections to same and pointed out the delay to Supervisor []

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CONCLUSION: That SA [] was delinquent in not more promptly and thoroughly following this matter through to a logical conclusion after being notified on February 5, 1954, that the case was delinquent.

EXPLANATION OF SUPERVISOR []

He stated he could not recall when he first followed up the [] case. He advised that in view of it being a rather routine type of Departmental Applicant investigation, he undoubtedly set up his tickler along with ticklers on other cases for January 25, 1954, or three work days after the deadline date of January 20, 1954. He had no recollection as to the status of the case on January 25, 1954, but advised it apparently had not been received on tickler and that the tickler was reset for about ten days or February 5, 1954. He explained this procedure was followed under the assumption that the report had been dictated and was in the process of clearing the office. He said that when the case was apparently found to be delinquent on February 5, 1954, when a list was prepared of all cases over two weeks' delinquent, there was no cause for undue concern since a large volume of applicant cases had previously cleared but had been delayed in posting due to the preparation of the monthly administrative report.

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Supervisor [] advised he had no definite recollection of the status of the case at that particular time or discussing it with SA [] then, but assumed the tickler had been reset for February 12, 1954, and that he had ascertained from SA [] that the report had been dictated. He claimed that when another listing of cases over two weeks delinquent was prepared on February 12, 1954, he specifically instructed SA [] to take steps to locate the file by putting in a special request for the Chief Clerk's Office to find it. He added that upon the commencement of instant inspection on February 15, 1954, and

the Inspector's Aides beginning a review of applicant files recently closed, he made no further effort to locate the [] file and expected that it would turn up. He explained that when SA [] subsequently brought the [] case to his attention February 23, 1954, he referred the matter to Assistant Supervisor [] and instructed the latter to check with Principal Stenographer [] to ascertain the reason for the delay in the transcription of the report.

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CONCLUSION: That Supervisor [] was derelict in his supervision of this matter in permitting the missing of the deadline from January 20 through February 23, 1954, not more promptly and vigorously following up when the case was first listed as delinquent, and failing to sufficiently impress SA [] on February 5 and 12, 1954, with the urgent necessity of immediately ascertaining what had happened to the report he dictated.

EXPLANATION OF SA []

He advised the [] case was reassigned to him December 18, 1953, and that he gave preferred attention to the investigation then outstanding because one of the subjects was in fugitive status. He stated his last date of investigation was January 13, 1954, but that the pressure of other investigative assignments precluded his dictation of a report until January 27, 1954. He recalled dictating same to []. He advised that he did not receive the transcribed report for proofreading, but that this was not unusual because the ASAC sometimes reviews and approves such reports without prior proofreading by the investigating Agent in order that such reports will not be unnecessarily delayed.

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SA [] explained he therefore paid no further attention to instant file until February 23, 1954, when two airtels received in instant case were routed to him to discontinue investigation in view of the apprehension of the fugitive subject in Philadelphia. He said he then recognized the case apparently had not been closed through the RUC report which he had previously dictated on January 27, 1954, and that he immediately notified the ASAC.

CONCLUSION: Under the circumstances it is not felt that SA [] handling of this case has been faulty.

EXPLANATION OF ASAC HOWARD B. FLETCHER:

He had no independent recollection of when this file came up on tickler after the reassignment of the case to SA MCKINNEY on December 18, 1953. He explained he normally sets up the ticklers on criminal cases

for thirty days unless special circumstances require other handling and that there appeared to be no unusual situation with respect to this investigation. Upon the file then coming up on tickler, he stated, he would ordinarily reset the tickler for another thirty days. Accordingly, explained the ASAC, if he set up the tickler for January 13, 1954, or thirty days after the case was reassigned to SA [redacted], it would not have been delinquent and he would have reset the tickler for February 13, 1954. Then, he added, in view of the inspection beginning on February 15, 1954, and the Inspector's Aides commencing an immediate review of the pending files, there might have been some delay in his obtaining the file for review. b6 b7C

The ASAC confirmed receiving advice from SA [redacted] on February 23, 1954, that his receipt of two airtels to discontinue indicated that an RUC report he previously dictated on January 27, 1954, had not closed the case. The ASAC had no independent recollection as to whether there was a dictation slip in the file at the time of the routing of said airtels to SA [redacted]. The ASAC advised he contacted Principal Stenographer [redacted] on February 23, 1954, to ascertain what had happened and learned of [redacted] unwarranted delay in the transcription of SA [redacted] report. There was no dictation slip in the file when it was located in [redacted] possession. The report, which she then transcribed in rough draft form, was used as a memorandum for the file and it was closed in accordance with the airtel instructions to discontinue.

CONCLUSION: While some of the foregoing details cannot be fully resolved, it does not appear that the ASAC was derelict.

RESPONSIBILITY OF SAC LEO L. LAUGHLIN:

SAC LAUGHLIN explained he maintains a tickler calling for a quarterly inspection of desks, filing cabinets and all office equipment as required under Section 3A3 of the Manual of Rules and Regulations. He advised that he personally made such inspection for the first quarter of 1954 during the first week of January, 1954, and that no serious delinquencies were noted. His maintenance of the tickler and his personal conducting of said inspection were verified through independent inquiry. It does not appear that he has been derelict in this respect.

However, as Special Agent in Charge of the Washington Field Office and responsible for the over-all operations of the office, SAC LAUGHLIN appears to share (1) with Principal Stenographer BEORAC the responsibility for failure to exercise tighter control over the stenographic operations, and (2) with Supervisor RYAN the responsibility for failure to exercise tighter control over the meeting of applicant deadlines.

MISCELLANEOUS:

Substantive delinquencies were found in the [] case prior to its reassignment to SA [] 12/18/53. They consist of failure to designate copies of an investigative report to the Bureau, failure to designate a copy of said report to the United States Attorney although containing information of value to the prosecution, and delayed reporting. Explanations are being obtained and the matter is being followed up and will be reported in connection with the current inspection of the Washington Field Office. Inquiry is also being conducted as to the responsibility of the Applicant Section at the Bureau as to the missing of the deadline in the [] case by over a month, and the results will be promptly submitted.

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Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. Tolson *[initials]*

DATE: 3/24/54

FROM : R. T. Harbo *RT*SUBJECT: LEO L. LAUGHLIN
SPECIAL AGENT IN CHARGE
WASHINGTON FIELD OFFICE *Inspector*

Tolson _____
Ladd _____
Nichols _____
Belmont _____
Clegg _____
Glavin _____
Harbo _____
Rosen _____
Tracy _____
Mohr _____
Trotter _____
Winterrowd _____
Tele. Room _____
Holloman _____
Miss Gandy _____

The necessity for SAC Laughlin to devote his personal attention outside the Washington Field Office to the investigation of the case entitled "Alleged Activities in Connection With the Third Supplemental Appropriation Bill 1954, Department of Health, Education and Welfare, Miscellaneous - Information Concerning," has held up his replies to some of the last administrative memoranda covering the current inspection of the Washington Field Office. It does not appear the inspection report will be assembled, correlated, and the results submitted in summary form until Tuesday, March 30, 1954. SAC Laughlin is scheduled to report to the Bureau for In-Service training Monday, March 29, 1954.

RECOMMENDATION:

That consideration be given to deferring SAC Laughlin's In-Service training for one week until April 5, 1954. *advised*

cc: Mr. Glavin *h**HCVP:js*

RECORDED - 63

67-58420-285

SEARCHED

INDEXED

11 MAR 1954

FEDERAL BUREAU OF INVESTIGATION

33
17 APR 1954

SAC, Washington Field Office
L. L. Laughlin

March 16, 1954

Director, FBI

~~PERSONAL AND CONFIDENTIAL~~

In-Service Training

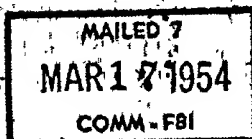
Your In-Service Training scheduled for March 22, 1954, is hereby cancelled and you are being rescheduled for In-Service Training commencing March 29, 1954.

Confirm attendance.

DJB:eup

MAR 16 4 17 PM '54
RECEIVED READING ROOM

Tolson _____
Ladd _____
Nichols _____
Belmont _____
Clegg _____
Glavin _____
Harbo _____
Rosen _____
Tracy _____
Gearty _____
Mohr _____
Winterrowd _____
Tele. Room _____
Holloman _____
Sizoo _____
Miss Gandy _____



17 MAR 18 1954

April 16, 1954

MEMORANDUM FOR MR. TOLSON

On April 15, 1954, I saw Special Agent in Charge Leo L. Laughlin of the Washington Field Office. I discussed with Mr. Laughlin the excessive amount of time being spent by Special Agents of his office in the office. I also told him that I had noted a large number of the investigative staff of his Field Office had never had an opportunity to testify before a U. S. Commissioner, to testify before a grand jury, nor to appear in a Federal Court. I told him he should give this special attention and try to arrange, as much as it is practical and possible, for his investigative personnel to gain this experience.

I also called his attention to the fact that the production of the Washington Field Office as pertained to the stenographers and typists was low. I discussed with him the matter of informant coverage and the necessity for proper indoctrination of informants. As regards the condition of the work in his Field Division, I pointed out to him the fact he had been asking for additional investigative personnel and that although we had assigned some additional Agents to him, we were not able to accede to his full request. I pointed out to him that the overtime for the Washington Field Office was the lowest in the service and suggested to him that he might want to consider for transfer out of Washington some of the Agents who are not putting in or are not able to put in the amount of overtime necessary to meet the demands of the Washington Field Office. I told him I did not think there should be any fixed amount of overtime to be performed but that it was a fact that there were a large number of Agents who had asked for assignments to the Washington Field Office from other sections of the country whose overtime was far in excess, individually, of Agents in Washington Field. I told Mr. Laughlin I felt the condition might be improved by bringing some of these more industrious Agents in and sending out to the field Agents now assigned there who, as I have indicated, have not been carrying their full load to meet the responsibilities of the Washington Field Office.

Mr. Tolson _____
Mr. Boardman _____
Mr. Nichols _____
Mr. Belmont _____
Mr. Glavin _____
Mr. Harbo _____
Mr. Rosen _____
Mr. Tamm _____
Mr. Tracy _____
Mr. Mohr _____
Mr. Winterrowd _____
Tele. Room _____
Mr. Holloman _____
Miss Gandy _____

JEH:mpd

Very truly yours,

John Edgar Hoover
Director

67-58420-286	
RECORDED - 56	
12 APR 20 1954	
TIME	9:15
DATE	4-12-54
STATION	6-11-54

Mr. Tolson

March 11, 1954

Mr. Glavin

IN-SERVICE TRAINING AND TWO DAY CONFERENCE

L. L. LAUGHLIN

There is attached hereto a schedule of SACs and Agents on Confidential Assignment for In-Service Training and Two Day Conference for the calendar year, 1954.

You will be advised of any changes in this schedule.

CC - Director

Mr. Tolson
Mr. Holloman
Mr. Mohr
Mr. Boardman
Mr. Nichols
Mr. Belmont
Mr. Harbo
Mr. Glavin
Mr. Tamm
Mr. Rosen
Mr. Tracy
Mr. J. E. Edwards
Mr. H. L. Edwards
Mr. Cavanaugh

DJB:chs

ORIGINAL FILED IN 67-518854-156

15 MAY 6 1954

March 11, 1954

<u>DATE</u>	<u>NAME</u>	<u>OFFICE</u>	
3-18-54	D. K. Brown	Albany	Security Espionage Conf.
	D. A. Bryce	Albuquerque	Security Espionage Conf.
	J. A. Roche	Buffalo	Security Espionage Conf.
	*W. G. Banister	Chicago	Security Espionage Conf.
	G. C. Burton	Portland	Security Espionage Conf.
	[REDACTED]	MEXICO CITY	Security Espionage Conf.
	G. Bethel	Canada	Security Espionage Conf.
3-22-54	D. K. Brown	Albany	In-Service Training
	[REDACTED]	Mexico City	In-Service Training
	L. L. Laughlin	WFO	In-Service Training
	C. E. Weeks	Memphis	In-Service Training
3-29-54	J. C. Ellsworth	Kansas City	In-Service Training
	[REDACTED]	El Paso	In-Service Training
	J. K. Mumford	Dallas	In-Service Training
4-5-54	A. Cornelius	Salt Lake City	Two Day Conference
	R. J. Abbaticchio	Philadelphia	In-Service Training
	J. M. Lopez	Savannah	In-Service Training
4-12-54	M. W. McFarlin	Cincinnati	In-Service Training
	N. H. McCabe	Cleveland	Two Day conference
	G. B. Norris	Phoenix	In-Service Training
4-19-54	J. A. Robey	Birmingham	In-Service Training
	C. E. Piper	Honolulu	In-Service Training

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*, To report to SOG the afternoon of 3-17-54 for conferences prior to Security Espionage Conference.

** To report to SOG the afternoon of 3-17-54.

CERTIFICATE

LEO L. LAUGHLIN
Name (Please type or print)

WASHINGTON FIELD OFFICE
Office or Division

1. Are you now or have you ever been a member of, contributed to, affiliated or associated with, any organization listed on the attachment to this certificate?

NO

Answer "Yes" or "No"

2. If your answer is "Yes" state the name of the organization, dates of membership and extent of participation. An explanation regarding membership in any of these organizations may be attached hereto on a separate sheet of paper, if you desire to explain the circumstances of your membership.

Name

Address

From

To Office Held

CERTIFICATION

I hereby certify that the above information is correct and complete to the best of my knowledge and belief. I make this statement with the understanding that it will be used by the Department of Justice in carrying out the provisions of Executive Order 10450 and with knowledge that any false statement or omission of material fact may be sufficient cause for my dismissal or rejection of my application, and, further, may be cause for punishment as a violation of law including Section 1001, Title 18, U. S. Code.

April 20, 1954

(Date)

Leo L. Laughlin
(Usual Signature)

Attachment

67-NOT RECORDED

38

April 26, 1954

SAC, WASHINGTON FIELD OFFICE

RE: LEO L. LAUGHLIN
 SPECIAL AGENT IN CHARGE
 General In-Service Course 4/5 to 4/16/54

Dear Sir:

The above-named Special Agent attended the above General In-Service Training Course at the Seat of Government and attained the following grades:

Notebook	
Examination	
Double Action Course	
Practical Pistol Course	93
Shotgun (Skeet)	16/25
.30 Rifle	92
Machine Gun	88

The firearms grades with the exception of the Shotgun Skeet Course should be entered on the individual field firearms training record. Mr. Laughlin was called by his own office 11 AM to 6 PM, 4/8/54, on official business.

Very truly yours,

J. E. Hoover
 John Edgar Hoover
 Director

cc: Leo L. Laughlin, Special Agent in Charge
 Washington Field Office
 HLS/KS
 4 APR 29 1954

COMM - FBI
 APR 26 1954
 MAILED 28

Tolson
 Ladd
 Nichols
 Belmont
 Clegg
 Glavin
 Harbo
 Rosen
 Tracy
 Laughlin
 Mohr
 Winterrowd
 Tele. Rm.
 Holloman
 Gandy

NOT RECORDED-1

Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. Tolson ✓

FROM : R. T. Harbo *RT Harbo*

SUBJECT: INSPECTION - WASHINGTON FIELD OFFICE Inspection
INSPECTOR H. C. VAN PELT
2/12 - 3/26/54

DATE: 3/31/54

Tolson ✓
Ladd ✓
Nichols ✓
Belmont ✓
Clegg ✓
Glavin ✓
Harbo ✓
Rosen ✓
Tracy ✓
Winterrowd ✓
Tele. Room ✓
Holloman ✓
Miss Gandy ✓

SYNOPSISOFFICIALS:

Leo L. Laughlin has been SAC at Washington Field Office for over 6 months, since 9/14/53, after absence from field work for approximately 8 years. Howard B. Fletcher has been ASAC there since 3/3/50. Both are non-veterans and they are not on probation.

LAST INSPECTION: 7/20 - 8/7/53

EVALUATIONS:

PHYSICAL CONDITION AND MAINTENANCE.....VERY GOOD

(Painting required of most of premises. This was commenced in 2 rooms during inspection, and building superintendent advised he would complete the redecorating at earliest possible date. No delinquencies found in inspection of firearms, photographic, technical and radio equipment and in 23 automobiles examined out of 87 cars.)

INVESTIGATIVE OPERATIONS.....FAIR

(Over-all delinquency of 11.08% on 3/1/54 less than field-wide delinquency of 17.19%. Substantive errors low, 24 found in 13 files out of 2854 pending cases reviewed, or 46/100 of 1%, and none found in 714 closed files. Missed deadlines excessive, 844 found in 2987 deadline-type cases reviewed. Resulted principally from transfer of 24 Agents from applicant, loyalty and general criminal investigations during December and January to SOVIET INFLUENSIFICATION PROGRAM (coverage of Soviet officials and their contacts) per Bureau instructions. Ten Agents under transfer included to applicant and loyalty work since 2/1/54 to more effectively meet these deadlines. Criminal statistical accomplishments up, increases in automobiles, fugitives and fines, Savings and Recoveries being above field-wide records.)

HCVP:jaw

cc: Mr. Glavin (Attention: H. L. Edwards)
Attachments 3

APR 4 1954

4-1-54

increase in convictions being slightly behind field-wide record. Ratio of convictions to recoveries in Interstate Transportation of Stolen Motor Vehicle cases low at 6% for first 6 months 1954 fiscal year, compared with field-wide average of 28%, and further attention required in this category. Additional emphasis needed on both criminal and security informant programs, no qualified criminal informants being added or deleted since last inspection and total remains at 11, while 6 approved security informants were added and 6 deleted since last inspection, with total remaining at 19. No informants, qualified or potential, developed to cover Communist infiltration of International Workers Order or Communist infiltration of International Fur and Leather Workers Union. Further efforts required to progressively guide 23 live informants on Soviet matters into more important spheres of activity. Additional coverage needed among Russian satellite groups, there being but 3 informants qualified in Czech, Hungarian and Polish matters and no potentials developed in these categories. Hebrew translator needed.)

ADMINISTRATIVE OPERATIONS.....FAIR

(One full-time assistant supervisor deleted by Inspector, because of decrease in loyalty-type investigations. Espionage case load redistributed by Inspector among supervisors to better equalize responsibilities. Further attention required in monthly reviews of cases with Agents by supervisors to insure that such reviews are regularly and thoroughly conducted. Monthly production averaged 9.93 cases closed per Agent. Considered low because it includes cases requiring only record checks of files of other government agencies. Agents' time in office high at 36.58%. Voluntary overtime low at 1 hour, 36 minutes, and SAU orally advised he must insist upon added responsibilities of office being properly met. Of 40 accountants assigned, 33 engaged in non-accounting work due to but 9 active accounting cases pending. Twelve of these accountants have had no Bureau accounting experience, while 4 have had but limited Bureau accounting experience. Of 345 Agents assigned, 60 have never testified before U. S. Commissioner, 149 have not testified before Federal Grand Jury, and 179 have never testified in U. S. District Court. Form errors high at 11.18%. Stenographic and typing production improved from 1.25 pages to 2.23 pages per hour since last inspection but is still below average of 3.36 pages per hour compiled during 15 inspections last year.)

PERSONNEL MATTERS.....GOOD

(No additional investigative personnel recommended, but if work load not reduced, additional Agents will be needed to compensate for 9 Agents to serve as counselors and instructors at new Agents' classes by 6/28/54 and the shifting of 37 Agents

from other duties to the [redacted] (coverage of [redacted] and their contacts) by 7/1/54. Ratio of non-investigative employees [redacted] to investigative personnel [redacted] is [redacted] additional clerical employees needed and have been requested of Bureau. Morale satisfactory. One Agent failed inspection examination and 4 stenographers failed tests. Office membership in FBI Recreation Association 84%. Contributions to "The Investigator" submitted in 8 out of 35 weeks after 7/1/53.)

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CONTACTS.....VERY GOOD

(SAC well acquainted in area and has used services of office contacts and special service contacts to very good advantage. Has personally developed 17 of the 53 office contacts and 1 of the 9 special service contacts. Speeches assigned by Seat of Government. Press relations and police training matters handled at Bureau headquarters. American Legion program current. Liaison appears effective and officials contacted spoke most favorably of their relations with office and SAC personally.)

RECOMMENDATIONS:

1. SAC Leo L. Laughlin - constantly reflects enthusiasm, interest and vigor, is well rounded in his thinking, effectively prods for accomplishments and constantly seeks to improve over-all operations. Has effectively guided activities of office in most respects, but further tightening up required to increase production and meet deadlines. If approved, attached letter will serve to summarize the delinquencies found, censure the SAC because of the weaknesses and deficiencies in the operations of the office, and instruct that the Bureau be notified promptly of the corrective action taken.

2. ASAC Howard B. Fletcher - had excessive work load of 1021 pending general criminal-type cases under his direct supervision. This resulted from the ASAC's temporarily absorbing 595 pending cases, which had been the responsibility of another supervisor, in order to free the latter for a special antitrust investigative assignment of several weeks' duration.

Of 11 files containing substantive errors, 9 were beyond the control of ASAC Fletcher. He had noted the substantive errors in the tenth file and had ordered corrective action. The substantive errors in the eleventh file were primarily the responsibility of the investigating agent and do not constitute serious reflection against the quality of the ASAC's supervision. Works closely with SAC and appears fully qualified for his duties. Because of over-all delinquencies and weaknesses found in office and in view of joint responsibility of ASAC with SAC for the proper administration of the office, recommend censure. If approved, attached letter will so serve.

3. All other supervisory personnel - no recommendation.

4. That Administrative Division prepare an SAC Letter forcefully instructing field to obtain services of Hebrew translator. This was previously done 11/3/53 but was unsuccessful, and re-emphasis now needed.

5. That work load and investigative personnel needs be closely followed by the Seat of Government.

Lawson

DETAILS

PHYSICAL CONDITION AND MAINTENANCE - - - - - VERY GOOD

(1) Most of space requires painting. Building Superintendent advised that, although he is permitted to paint space only every six years, because of the splendid fashion in which Washington Field Office keeps its space, he has already complied with the prior request of Washington Field Office to start painting a couple of rooms and intends to paint remainder of space at earliest possible date, even before the six-year period. No delinquencies in firearms, photographic, technical, radio equipment or in twenty-three automobiles examined out of fleet of 87 cars.

INVESTIGATIVE OPERATIONS - - - - - FAIR

(1) On 3/1/54 there were 5380 active, 436 inactive, and 5 total cases pending. Percentage of active cases delinquent was 11.08%, which is lower than the field-wide delinquency of 17.19%. Of the 5816 total cases pending 3/1/54, there were 3450 cases, or 59.32%, in applicant and loyalty-type classifications. Of these 3450 applicant and loyalty-type investigations, there were 2551 cases, or 74%, which required only record checks of files of other Government agencies, while remaining 899 cases, or 26%, required other investigative attention. Excluding all applicant and loyalty-type cases from consideration, the delinquency would be 26.96%.

(2) Of 2854 pending files reviewed, 5 cases, or 18/100 of 1%, were ordered closed by Inspector because they did not merit further attention. All five of these files were on criminal informant matters.

(3) Of the 2854 pending files reviewed, 24 substantive errors were found in 13 files, or 46/100 of 1%. No substantive errors were found in 714 closed files reviewed.

(4) Missed deadlines excessive. They were found in 844 out of 2987 deadline-type cases reviewed, or 28.26%, as follows:

- (a) 2 out of 21 closed Civil Rights investigations, or 9.6%
- (b) 10 out of 103 pending fugitive-type cases, or 9.71%
- (c) 686 out of 2563 pending and closed applicant investigations, or 26.76% (Ratio was 62.7% in last inspection)
- (d) 146 out of 300 closed loyalty-type cases, or 48.66%

(5) Four hundred and ten of the 832 missed deadlines in applicant and loyalty-type investigations, or 49%, were in cases involving only record checks of files of other Government agencies. Remaining 422 missed deadlines in applicant and loyalty-type investigations, or 51%, occurred in cases requiring other investigative inquiries.

(6) The missed deadlines resulted principally from the reassignment of 39 agents in December and January from their regular duties to the SOVIET INTENSIFICATION PROGRAM (coverage of Soviet officials and their contacts) in compliance with Bureau instructions. Twelve of these men were taken from the general criminal squad and twelve were shifted from applicant and loyalty work. Ten agents under transfer in have been added to the applicant and loyalty work since 2/1/54 to more effectively meet these deadlines.

(7) Comparison of criminal statistical accomplishments for first 8 months 1954 fiscal year with those for similar period of 1953 fiscal year shows increases in automobile recoveries, fugitive apprehensions, and in Fines, Savings and Recoveries, which are above the field-wide record in these categories. While convictions show a slight increase, said improvement is a little behind the field-wide increase in this category. The detailed figures are set forth as follows:

	<u>First 8</u> <u>months '54</u> <u>fiscal yr</u>	<u>First 8</u> <u>months '53</u> <u>fiscal yr</u>	<u>Relative</u> <u>Standing</u>	<u>Per Cent</u> <u>Increase</u> <u>WFO</u>	<u>Per Cent</u> <u>Increase</u> <u>All Offices</u>
Automobiles	146	116	7	25.86%	8.6%
Convictions	46	44	27	4.55%	5.2%
Fugitives	65	62	19	4.84%	1.2%
Fines, Savings and Recoveries	\$1,519,696	\$457,570	7	232.12%	-55.1%

(8) Vigorous implementation of Interstate Transportation of Stolen Motor Vehicle cases required. Percentage of convictions to automobile recoveries has been considerably below field-wide average, as follows:

	<u>Convictions</u>	<u>Autos Recovered</u>	<u>Ratio of Convictions to Recoveries</u>	<u>Field Average</u>	<u>Relative Standing</u>
Fiscal yr '53:	15	169	8%	31%	48
First 6 months					
Fiscal yr '54:	7	123	6%	28%	50

Low ratio explained by SAC as due to (a) working arrangement between Metropolitan Police Department and Maryland and Virginia law enforcement agencies to release car thieves to department having jurisdiction where thefts occur (b) preponderance of "joy riding" cases, and (c) policy of U. S. Attorney's Office to prosecute cases, other than those involving interstate car theft rings, under the District of Columbia Code covering unlawful use of automobiles. Of 144 active pending cases 3/1/54, 34 cases were unassigned. Of these 144 active pending cases, 67 were delinquent, or 46.5%, compared with over-all office delinquency of 11.08%. None of 43 origin cases pending 2/15/54, wherein cars were recovered in District of Columbia, were received from informants or from sources among used car dealers. Of these 43 origin cases, 12 cases, or 28%, showed that initial information as to car recovery in District of Columbia came from other field divisions, reflecting need for closer liaison with Metropolitan Police Department. In 8 of these 43 origin cases, subjects were arrested by Metropolitan Police Department in possession of stolen cars, but the files showed delays in receiving prompt notification from police in 5 of these cases, there being 1 instance of a day's delay, 2 instances of 3 days delay, and 2 instances of over 6 days delay. Two other cases noted wherein subjects were extradited before facts were presented to U. S. Attorney. SAC instructed to devote increased attention to this classification, effectively develop liaison with both Metropolitan Police Department and the U. S. Attorney, and expand informant and source coverage in this category. Daily liaison with auto squad, which was discontinued 2/25/54 due to reassignment of personnel to other more expeditious matters, was re-established 3/25/54.

(9) Further emphasis required on Criminal Informant Program. No qualified informants added or deleted since last inspection, and total of approved criminal informants has remained at [redacted]. Although potentials increased from [redacted] of these informants were rated by Inspector as POOR and were ordered deleted. [redacted] other potentials rated by Inspector as FAIR, and SAC instructed

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to delete in 90 days unless they show more favorable prospects for further development. Four out of 7 monthly progress reports delayed from 1 to 3 days in submission, and last semiannual report due 12/31/53 delayed 13 days. Five out of 11 memoranda on qualified criminal informants, which were attached to last semiannual report, contained dates of contact unsupported by data in files of these informants. Eighty errors of form found in 45 of 92 pending criminal informant files, or 48.9%. One-fourth of these errors covered failures to contact informants at least once every 45 days as required. SAC instructed to intensify program and submit progress report by 7/10/54.

(10) Delinquency in security-type investigations 28.74% on 3/1/54, compared with over-all office delinquency of 11.08%. Estimated 160 Communist Party members in District of Columbia and further efforts required to obtain reliable and accurate membership figures. There were 1090 members, former members, and sympathizers listed in Communist Index. No top functionaries or Smith Act subjects in area. There are 12 Key Figures and the whereabouts of each is known. Descriptions of all 245 Security Index subjects listed, but no photographs available on 21 of these subjects, or 8.6%. Summary Report Writing Program 81% complete, with 47 such reports to be submitted by Bureau deadline of 7/14/54. Most officials of Soviet establishments have been under periodic or constant surveillance and their spheres of intelligence interest determined. Intensification of coverage being arranged concerning Yugoslav and satellite officials. Since 7/1/53, there have been 310 cases opened on contacts of Soviet officials, and 3 of latter individuals have been identified as actual or probably intelligence agents.

(11) Services of Hebrew translator needed. There were 700 records and 64 reels of material (including material from Los Angeles and New York) awaiting translation to determine activities and contacts of officials of Israeli establishments and individuals known or suspected of being engaged in Israeli Intelligence work. Estimated 110 days required to translate material on hand, oldest of which received 8/12/53. Retired professor from Catholic University devoting 2 days per week to this work, but unable to keep up with volume. SAC has made repeated contacts of best sources in area to obtain another Hebrew translator and one will probably be available for the summer vacation period. SAC instructed to intensify these efforts, but in view of anticipation that this work will increase instead of decrease, suggest field be circularized again by Bureau to obtain qualified Hebrew translator. This was previously done 11/3/53 but no suitable translator was obtained, and it appears necessary to more forcefully remind the field of the need for a Hebrew translator.

Further stress required on Security Informant Program. [redacted] approved informants added and [redacted] deleted since last inspection, with net total of [redacted] remaining the same. Potentials increased from [redacted] but [redacted] of these informants was rated by Inspector as POOR and was ordered deleted. [redacted] other potentials and [redacted] qualified informant were rated by Inspector as FAIR, and SAC instructed to delete in 90 days unless they show favorable development and productivity. [redacted] approved and potential security informants are present or former members of Communist Party. No informants, qualified or potential, have been developed to cover Communist infiltration of International Workers Order, which has estimated membership of 288 in Washington area, or to cover Communist infiltration of International Fur and Leather Workers Union, which has estimated membership of 75 to 100 in the District of Columbia. [redacted] qualified and potential security informants provide [redacted] matters, and further efforts required to progressively guide them into more important spheres of activity. Additional coverage needed among [redacted] groups, there being only [redacted] informants qualified in [redacted] matters and no potentials developed in these categories. No qualified nor potential informants developed in [redacted] matters. SAC instructed to accelerate program and submit progress report by 7/1/54.

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b7E

ADMINISTRATIVE OPERATIONS - - - - - - - - - - -FAIR

- (1) One full time assistant supervisor deleted by Inspector because of decrease in loyalty-type investigations. Espionage caseload re-distributed by Inspector to better equalize supervisory responsibilities.
- (2) Monthly reviews of cases with agents by supervisors need implementation. These reviews have been made sometimes with files and sometimes with only assignment cards, while on occasion, the Supervisors claim, reviews have been deferred because of pressure of other matters. SAC instructed to take steps to insure such reviews are regularly and thoroughly conducted in order to increase productivity and better contribute to the training of agents.
- (3) Agent production 11/1/53-1/31/54 averaged 9.93 cases closed monthly per agent. Record is low, considering that it includes cases requiring only record checks of files of other Government agencies. (Paragraph continued on next page.)

Said monthly production ranged from 1.65 espionage cases closed to 5.12 Communist cases closed, 8.86 criminal cases closed, 12.56 loyalty cases closed, and 30.38 applicant cases closed. SAC instructed to step up production and advise Bureau of results for April and May.

(4) Sixty-seven agents who closed fewer cases than the Squad average were interviewed during the inspection. Thirty-nine of these agents stated they could foresee no opportunity for improving production because their assignments are not of a type involving rapid turnover of cases. The remaining 28 agents felt that their production would increase in the future because of the following reasons: (a) Return from In-Service or leave-6; (b) Now off of surveillances-4; (c) Release from special duties-5; (d) Increasing familiarity with Squad work-5; (e) Better organization of work-1; (f) Release from special case-7.

(5) Agents time in office high at 36.58%. It ranged from 16.88% on applicant squad to 23.96% on loyalty squad, 30.63% on criminal squad, 36.87% on espionage squad, and 74.58% on Communist squad. SAC instructed to effectively reduce same in order to increase production through converting such time into investigative operations.

(6) Voluntary overtime averaged 1 hour and 36 minutes per agent daily 11/1/53-1/31/54, and ranged from 1 hour and 29 minutes on the loyalty squad to 1 hour and 31 minutes on the criminal squad, 1 hour and 32 minutes on the applicant squad, 1 hour and 39 minutes on the Communist squad, 1 hour and 40 minutes on the technical squad, and 1 hour and 42 minutes on the espionage squad. SAC orally advised that he must insist upon the added responsibilities of the office being properly met.

(7) Of 40 accountants assigned, 33 are engaged in non-accounting duties. There were but 9 active accounting cases pending. Twelve of the 40 accountants have had no experience in Bureau accounting investigations since entering on duty, 1 having entered on duty in 1943, 3 in 1946, 4 in 1949, 1 in 1950, and 3 in 1951. Four of the remaining 28 accountants have had but limited Bureau accounting experience and are not fully qualified in all phases of accounting work. Two of these men entered on duty in 1943, 1 in 1948, and 1 in 1950. The other 24 accountants are fully qualified. SAC instructed to afford accounting training and experience to the Special Agent Accountants with limited or no accounting experience, as the workload and nature of accounting matters permit.

(8) Further diversification of assignments required to provide agents with testifying experience. Of 345 agents assigned, 60, or 30.93%, have not testified before U. S. Commissioner, 149, or 76.80%, have not testified before Federal Grand Jury, and 179, or 92.27%, have not testified in U. S. District Court. SAC instructed to arrange assignments, insofar as possible and practicable, to provide these agents with testifying experience.

(9) Form errors high. Of 3468 pending and closed files reviewed, 448 form errors were found in 399 files, or 11.18%. Of the 448 form errors, those which were agents' responsibility totaled 371, or 83%, while those which were chargeable to clerks totaled 77, or 17%.

(10) Additional improvement required in stenographic and typing production. While output of typists and stenographers increased from 1.25 pages per hour at time of last inspection to 2.23 pages per hour during this inspection, record is considerably below average of 3.36 pages per hour compiled during 15 inspections last year. Both on-the-job training and special classes in report writing and preparation of correspondence being conducted, and personnel also being enrolled in shorthand and typing schools at Bureau Headquarters to step up production.

- PERSONNEL MATTERS - - - - - GOOD

(1) Adequacy of investigative personnel reported to Director by separate memorandum 3/22/54 indicating SAC advised 21 additional agents needed to handle current and anticipated workload. No additional investigative personnel were recommended but it was suggested that caseload and personnel needs be closely followed and, if workload not reduced, that additional agents be assigned as they become available to compensate for 9 agents to serve as Counselors and Instructors at New Agents classes by 6/28/54 and the shifting of 37 agents from other duties to the [redacted] (coverage of [redacted] and their contacts) by 7/1/54.

b7D
b7E

(2) Present ratio of non-investigative employees (166) to investigative personnel (381) is 43.6%. Two additional stenographers, 1 typist and 1 clerk needed, 3 as replacements and 1 due to increase in applicant workload. They have been requested of Bureau.

(3) * Morale satisfactory. One agent failed inspection examination. Three stenographers failed stenographic test and 1 stenographer failed typing test. Office membership in FBI Recreation Association is 84%. Articles submitted to "THE INVESTIGATOR" in 8 out of 35 weeks since 7/1/53, or 22.9%. SAC instructed to submit weekly, as required, and to seek goal of 100% membership in FBI Recreation Association. Personnel Guidance Unit discontinued during inspection per Bureau instructions.

CONTACTS - - - - - VERY GOOD

(1) SAC personally acquainted with U. S. Attorney and assistants, officials of Metropolitan Police Department and Park Police, military officials in all branches of service, operating heads of approximately 20 Government agencies, 5 of the 16 U. S. District Court Judges, and one of the 9 Judges on the U. S. Court of Appeals. SAC has personally developed 17 of the 53 office contacts, or 32%, since assuming his present duties 9/14/53, is personally acquainted with 51 of them, has tried but has been unable to meet the remaining 2, but will meet them in the immediate future. SAC has personally developed one of the 9 special service contacts, is acquainted with 7 of them, and has arranged to meet the remaining 2. Services of the office contacts and special service contacts have been used to very good advantage.

(2) Press relations and police training matters are handled at Bureau Headquarters. Speeches assigned by SAC. Speeches made by WFO personnel increased from 13 in 1952 to 34 in 1953. Of the 34 speeches made last year, 24 were made by SACs, 9 by SAC LAUGHLIN and 15 by former SAC R. E. FORD, while 9 were made by ASAC FLATCHER and 1 by another approved speaker. American Legion program current; liaison with other Government agencies appears effective, and officials contacted spoke most favorably of their relationships with the office and with the SAC personally.

TO: Mr. Tolson

March 26, 1954

FROM: Mr. Glavin

SUBJECT: IN-SERVICE TRAINING AND TWO DAY CONFERENCE

There is attached hereto a schedule of SACs for In-Service Training and Two Day Conference for the calendar year, 1954.

You will be advised of any changes in this schedule.

L. R. Baughlin

cc - Director
Mr. Tolson
Mr. Holloman
Mr. Mohr
Mr. Boardman
Mr. Nichols
Mr. Belmont
Mr. Harbo
Mr. Glavin
Mr. Ladd
Mr. Rosen
Mr. Tracy
Mr. J. V. Edwards
Mr. H. L. Edwards
Mr. Cavanaugh

cc:djjg

ORIGINAL FILED IN 67-518854-182

89 APR 19 1954

DATENAMEOFFICEMarch 26, 1954

3-29-54

T. W. Crosby
J. C. Ellsworth
[REDACTED]San Juan
Kansas City
El PasoConference
In-Service Training
In-Service Training b6 b7C

4-5-54

L. L. Laughlin
A. Cornelius
R. J. Abbaticchio
J. M. LopezWFO
Salt Lake City
Philadelphia
SavannahIn-Service Training
Two Day Conference
In-Service Training
In-Service Training

4-12-54

M. W. McFarlin
H. H. McCabe
G. B. MorrisCincinnati
Cleveland
PhoenixIn-Service Training
Two Day Conference
In-Service Training

4-19-54

J. A. Robey
C. F. PiperBirmingham
HonoluluIn-Service Training
In-Service Training

5-24-54

J. K. Mumford

Dallas

In-Service Training

**FEDERAL BUREAU OF INVESTIGATION
UNITED STATES DEPARTMENT OF JUSTICE**

REPORT OF PERFORMANCE RATING

Name of Employee: Laughlin, Leo L.

Where Assigned: Washington Field Office
(Division) (Section, Unit)

Payroll Title: Special Agent in Charge

Rating Period: from 4-1-53 to 3-31-54

ADJECTIVE RATING: SATISFACTORY
Outstanding, Satisfactory, Unsatisfactory

Employee's
Initials

Rated by: [Signature] Ass't Director 3-31-54
Signature Title Date

Reviewed by: [Signature] Assoc. Director 3-31-54
Signature Title Date

Rating approved by: [Signature] Assistant Director, MAY 14 1954
Signature Title Date
Federal Bureau of Investigation

TYPE OF REPORT

(x) Official
(x) Annual

() Administrative

RECORDED-58

() 60-day

() Transfer

() Separation from service

() Special

67-58420-287	
Searched	Numbered
11 MAY 17 1954	12
FEDERAL BUREAU OF INVESTIGATION	

46
89 MAY 18 1954

NARRATIVE COMMENTS

MAY 17 1954

Note: The regulations require that OUTSTANDING ratings be supported by a statement in writing setting forth IN DETAIL the performance IN EVERY ASPECT and the REASONS for considering each worthy of SPECIAL COMMENDATION. UNSATISFACTORY ratings must be supported by a statement in writing stating (1) WHEREIN the performance is unsatisfactory, (2) the facts of the (90 day) PRIOR WARNING, and (3) the efforts made AFTER THE WARNING TO HELP the employee bring his performance up to a satisfactory level.

PERFORMANCE RATING GUIDE FOR INVESTIGATIVE PERSONNEL

(For use as attachment to Performance Rating Form No. FD-185)

Name of Employee Laughlin, Leo L. Title Special Agent in Charge

Rating Period: from 4-1-53 to 3-31-54

RATING GUIDE AND CHECK-LIST

Note: Only those items having pertinent bearing on employee's performance should be rated. All employees in same salary grade should be compared. Rate items as follows:

- + Outstanding (exceeding excellent and deserving special commendation).
- ✓ Satisfactory (ranging from good to excellent but not sufficient to rate outstanding).
- Unsatisfactory.
- No opportunity to appraise performance during rating period.

Guide for determining adjective rating:

An 'Outstanding' rating cannot be justified unless all elements rated are 'plus', and in addition, of course, supporting comments must comply with the requirements as set out on the reverse of form FD-185.

So far as 'Satisfactory' and 'Unsatisfactory' ratings are concerned, it is impossible to provide a mechanical formula for computing the various 'plus', 'check', and 'minus' marks because such would presume equal weight for all elements rated. Good judgment must be exercised to insure that the adjective rating is reasonable in the light of the elements rated. All minus marks must be supported by narrative detail, and of course, all 'Unsatisfactory' ratings must comply with the requirements as set out on the reverse of form FD-185.

- | | |
|--|---|
| <ul style="list-style-type: none"> <u>+</u> (1) Personal appearance. <u>+</u> (2) Personality and effectiveness of his personal contacts. <u>+</u> (3) Attitude (including dependability, cooperativeness, loyalty, enthusiasm, amenability and willingness to equitably share work load). <u>+</u> (4) Physical fitness (including health, energy, stamina). <u>+</u> (5) Resourcefulness and ingenuity. <u>+</u> (6) Forcefulness and aggressiveness as required. <u>✓</u> (7) Judgment, including common sense, ability to arrive at proper conclusions; ability to define objectives. <u>+</u> (8) Initiative and the taking of appropriate action on own responsibility. <u>+</u> (9) Planning ability and its application to the work. <u>+</u> (10) Accuracy and attention to pertinent detail. <u>+</u> (11) Industry, including energetic consistent application to duties. <u>+</u> (12) Productivity, including amount of acceptable work produced and rate of progress on or completion of assignments. Also consider adherence to deadlines unless failure to meet is attributable to causes beyond employee's control. <u>+</u> (13) Knowledge of duties, instructions, rules and regulations, including readiness of comprehension and 'know how' of application. <u>+</u> (14) Technical or mechanical skills. <u>+</u> (15) Investigative ability and results: <ul style="list-style-type: none"> <u>+</u> (a) Internal security cases <u>+</u> (b) Criminal or general investigative cases <u>+</u> (c) Fugitive cases <u>+</u> (d) Applicant cases <u>+</u> (e) Accounting cases <u>+</u> (16) Physical surveillance ability. | <ul style="list-style-type: none"> <u>+</u> (17) Firearms ability. <u>+</u> (18) Development of informants and sources of information. <u>+</u> (19) Reporting ability: <ul style="list-style-type: none"> <u>+</u> (a) Investigative reports <u>+</u> (b) Summary reports <u>+</u> (c) Memos, letters, wires (Consider: <u>+</u> conciseness; <u>+</u> clarity; <u>+</u> organization; <u>+</u> thoroughness; <u>+</u> accuracy; <u>+</u> adequacy and pertinency of leads; <u>+</u> administrative detail.) <u>+</u> (20) Performance as a witness. <u>+</u> (21) Executive ability: <ul style="list-style-type: none"> <u>+</u> (a) Leadership <u>+</u> (b) Ability to handle personnel <u>+</u> (c) Planning <u>+</u> (d) Making decisions <u>+</u> (e) Assignment of work <u>+</u> (f) Training subordinates <u>+</u> (g) Devising procedures <u>+</u> (h) Emotional stability <u>+</u> (i) Promoting high morale <u>+</u> (j) Getting results <u>+</u> (22) Ability on raids and dangerous assignments: <ul style="list-style-type: none"> <u>+</u> (a) As leader <u>+</u> (b) As participant <u>+</u> (23) Organizational interest, such as making of suggestions for improvement. <u>+</u> (24) Ability to work under pressure. <u>+</u> (25) Miscellaneous. Specify and rate: <div style="border-bottom: 1px solid black; height: 1.2em; width: 100%; margin-top: 5px;"></div> <div style="border-bottom: 1px solid black; height: 1.2em; width: 100%; margin-top: 5px;"></div> <div style="border-bottom: 1px solid black; height: 1.2em; width: 100%; margin-top: 5px;"></div> |
|--|---|

A. Specify general nature of assignment during most of rating period (such as security, criminal, applicant squad, or as resident Agent, supervisor, instructor, etc.): Special Agent in Charge

B. Specify employee's most noteworthy special talents (such as investigator, desk man, research, instructor, speaker): _____

C. (1) Is employee available for general assignment wherever needs of service require? Yes (If answer is not 'yes', explain in narrative comments.)
 (2) Is employee available for special assignment wherever needs of service require? Yes (If answer is not 'yes', explain in narrative comments.)

D. Has employee had any abnormal sick leave record during rating period? No (If so, explain in narrative comments.)

ADJECTIVE RATING: SATISFACTORY

Outstanding, Satisfactory, Unsatisfactory

Office Memorandum • UNITED STATES GOVERNMENT

TO : Director, FBI

DATE: April 2, 1954

FROM : SAC, WFO

WASHINGTON FIELD

5094162-54

SUBJECT: EMPLOYEES RETURNING FROM MILITARY SERVICE
LOCATION OF SERVICE RECORDS
BUREAU APPLICANT INVESTIGATIONS

It has been observed during the past year that considerable difficulty has been encountered in many instances in locating the service records of Bureau employees who have completed their periods of military service and desire re-employment to active status in the Bureau. Much of this difficulty has been caused because the employees wait until after they have been discharged or separated before communicating with the Bureau. By the time instructions are issued to the Field to attempt to locate and review the employee's service record, this record has been forwarded from the Separation Center to Washington, D.C., St. Louis, Missouri; Denver, Colorado; New York City, New York, or possibly to the appropriate Military or Naval Reserve District. It would appear that the Bureau's best opportunity to review a returning employee's service record occurs at the time and place of separation and that if the Bureau were seasonably advised, arrangements could be made to do so.

L. L. LAUGHAN

It is accordingly suggested that by any means feasible all Bureau employees now in Military Service be advised to communicate with the Bureau at least three weeks prior to the time of their expected separation. To implement this suggestion consideration might be given to printing notices in the Investigator or to print notices on three by five inserts which could be attached to copies of the Investigator or other correspondence which may be forwarded from time to time by the Bureau to its employees now on military duty. The text of such a notice might read as follows:

"Attention - Do you expect to be discharged soon?
If so, please communicate promptly with the Bureau advising the time and place of your separation. If you can do so, ascertain from your Commanding Officer the name and place to which your service record will be sent after your separation, and so advise the Bureau. The Bureau desires to restore to active status all employees who wish to be reinstated, but a review of each employee's service record is necessary before reinstatement can be effected."

TFO:L:el

ack 4/8/54
To O'Laughlin
cc: SAC, WFO
Don: amb

Referred to Don: amb & adm Riv
for review 4-8-54 - atm
Memo H. L. Edwards to Mr.
Belmont 4/13/54 WEC:220

3
jms

Mr. Tolson

March 24, 1954

Mr. Glavin

IN-SERVICE TRAINING AND TWO DAY CONFERENCE

There is attached hereto a schedule of SACs for In-Service Training and Two Day Conference for the calendar year, 1954.

You will be advised of any changes in this schedule.



CC - Director

Mr. Tolson
Mr. Holloman
Mr. Mohr
Mr. Boardman
Mr. Nichols
Mr. Belmont
Mr. Harbo
Mr. Glavin
Mr. Tamm
Mr. Rosen
Mr. Tracy
Mr. J. E. Edwards
Mr. H. L. Edwards
Mr. Cavanaugh

CQS:chs

53
17 MAY 7 1954

<u>DATE</u>	<u>NAME</u>	<u>OFFICE</u>	<u>March 24, 1954</u>
3-29-54	L. L. Laughlin J. C. Ellsworth <div style="border: 1px solid black; width: 100px; height: 15px; margin-top: 5px;"></div>	WFO Kansas City El Paso	b6 In-Service Training b7C In-Service Training In-Service Training
4-5-54	A. Cornelius R. J. Abbaticchio J. M. Lopez	Salt Lake City Philadelphia Savannah	Two Day Conference In-Service Training In-Service Training
4-12-54	M. W. McFarlin N. H. McCabe G. B. Norris	Cincinnati Cleveland Phoenix	In-Service Training Two Day Conference In-Service Training
4-19-54	J. A. Robey C. E. Piper	Birmingham Honolulu	In-Service Training In-Service Training
5-24-54	J. K. Mumford	Dallas	In-Service Training

June 7, 1954

~~PERSONAL AND CONFIDENTIAL~~

Mr. Leo L. Laughlin
Federal Bureau of Investigation
Washington, D. C.

Dear Mr. Laughlin:

I have recently noted the sloppy handling afforded by the Washington Field Office to certain information pertaining to the arrest of James Michael Haxilson by the Metropolitan Police Department in Washington, D. C. This data was received by an Agent of the Washington Field Office on April 21 or 22, 1954, but was not reported to the Bureau until May 18, 1954, although the information was of a most important nature. Furthermore, the letter to the Bureau failed to set forth the specific date on which the information was initially received.

You should advise all Agents of the Washington Field Office that all correspondence must contain exact dates and that when information of this type is received, the necessary action should be taken immediately.

In addition, I shall expect you to see to it that in the future letters of a similar nature involving employees in the Government are brought to the Bureau's attention immediately so that appropriate handling and dissemination can be made by the Seat of Government.

Very truly yours,

RECORDED-10

J. Edgar Hoover

John Edgar Hoover
Director

Tolson _____
Ladd _____
Nichols _____
Belmont _____
Clegg _____
Glavin _____
Harbo _____
Rosen _____
Tracy _____
Mohr _____
Trotter _____
Winterrowd _____
Tele. Room _____
Holloman _____
Miss Gandy _____

cc: /SOB Washington Field Office File

EDCM:mj

COMM - FBI
JUN 8 1954
MAILED 31

67-6341-288

RECEIVED
JUN 7 5 54 PM '54

U.S. DEPT. OF JUSTICE
DIRECTOR

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. TOLSON *per DS*

FROM : J. P. MOHR

SUBJECT: LEO L. LAUGHLIN
Special Agent in Charge
Washington Field Office
REQUEST FOR ANNUAL LEAVE

DATE: June 11, 1954

Tolson _____
Ladd _____
Clegg _____
Glavin _____
Nichols _____
Rosen _____
Tracy _____
Harbo _____
Alger _____
Belmont _____
Laughlin _____
Mohr _____
Tele. Room _____
Nease _____
Gandy _____

SAC Laughlin called me on the afternoon of June 11, 1954, and inquired whether it would be possible for him to take one day of annual leave on Monday, June 14, 1954. He stated he has some personal business he would like to tend to if he could take leave on this date. He advised ASAC Fletcher would be on duty that day.

I advised Mr. Laughlin that this leave would be approved.

JPM:mfs

cc: Mrs. Wood (Sent Direct)
Miss Campsey (Sent Direct)

67

67-NOT RECORDED-1

67

*noted in
memo
mailed
JUN 15 1954*

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. L. V. BOARDMAN *LB*

DATE: June 2, 1954

FROM : MR. A. H. BELMONT *AK*SUBJECT:

SEX DEVIAE

b6
b7C

Tolson ☒

Belmont ☒

Mohr ☒

Nease ☒

Parsons ☒

Quinn Tamm ☒

Tracy ☒

Tele. Room ☒

Holloman ☒

Gandy ☒

By letter dated May 18, 1954, the WFO advised that they had "recently" received information indicating that the captioned individual, of Senator Paul Douglas of Illinois, had been arrested in early April, 1953, by the Washington Police Department for "soliciting for lewd and immoral purposes." WFO checked the police records and ascertained that was actually arrested and charged as indicated above on June 10, 1953.

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b7C

By letter dated May 24, 1954, Senator Douglas was advised of arrest. By letter dated May 24, 1954, Senator Jenner was also advised inasmuch as he, Senator Jenner, is chairman of the Senate Committee on Rules and Administration. By letter dated May 26, 1954, Senator Douglas advised the Bureau that date. Senator Douglas also placed an inked notation on his letter "Would you kindly acknowledge receipt of this letter?". This letter was acknowledged at his request dated June 1, 1954.

The WFO on May 26, 1954, was requested to advise what was meant by "recently" in their letter of May 18, 1954. The explanation from WFO reflected that SA had received the information concerning on the evening of April 21 or 22, 1954. SA stated that he orally discussed the matter with SA

SA suggested that Karis prepare a short memorandum so that he, would have the information readily available to discuss the matter with Inspector SA dictated the requested memorandum on April 23, 1954.

b6
b7C

On the same date, April 23, 1954, SA called at the office of Inspector and was advised that he, had to leave because of a special appointment and requested to return at a later date. SA went on sick leave on April 26, 1954. On April 27 and 28, was at Quantico, Virginia from April 29, to May 5, inclusive.

ABF:mnn:djs

RECEIVED

RECEIVED

RECEIVED

A.B.F.

3-0

[] was on annual leave moving into a new home. [] received the requested information from [] on either May 6 or 7, and then dictated the letter to the Bureau on May 12, 1954. The letter was eventually transcribed and forwarded to the Bureau under date of May 18, 1954. The letter was initialed for the SAC by Mr. Howard Fletcher, ASAC.

b6
b7C

On June 1, 1954, the Washington Field Office was requested to advise as to why Agent [] did not include in his memorandum the exact date he received the information in this case. By letter dated June 2, 1954, the SAC at Washington Field advised that [] stated to him that he realized he should have included the date of the receipt of this information in his memorandum. Agent [] had no explanation to offer for his failure to do so in this instance.

OBSERVATIONS:

(1) SA [] apparently fulfilled his responsibilities in this matter by immediately discussing the matter with SA [] and then dictating a memorandum for [] use. All of this was done by SA [] in a reasonable length of time; however, it is to be noted that he was careless in not including the specific date in his memorandum reflecting the time that he received the information. Exact dates are always necessary when making anything a matter of record.

(2) SA [] was obviously delinquent in not following the matter more closely and was also in error in not having the matter handled by another Agent during the period he was at Quantico and on annual leave. [] was likewise delinquent in that when he did receive the information on May 6 or 7, he did not dictate the letter until May 12. [] was likewise at fault for not following this matter more closely with the stenographer.

b6
b7C

(3) ASAC Fletcher was in error in not reassigning [] work while he was on annual leave. Fletcher was likewise in error for not becoming suspicious ~~of~~ the "recently" when the May 18, letter eventually crossed his desk for signature.

RECOMMENDATIONS:

b6
b7C

(1) That a letter of censure be directed to SA [] for his carelessness and failure to include the necessary exact dates in his memorandum as indicated above.

I agree Lb
6-2-54
NJP

2 pages
6/2

yes
6/3

2 pages
6/2

(OVER)

(2) That a letter of censure be directed to [redacted] for his delinquencies in this matter as pointed out above.

I agree 1-1-50
Yes. It was
deplorably handled
by [redacted]

(3) That ASAC Howard Fletcher be given a letter of censure for his delinquencies as noted in the observations above.

I agree 1-1-50
Yes. H.
[initials]

(4) That a letter be directed to the SAC, WFO, instructing him to advise all Agents that it is imperative that all correspondence contain exact dates and that when information of this type is received that the necessary action should be taken immediately. Furthermore, the WFO should be advised that letters of similar nature involving employees in the Government should be brought to the Bureau's attention immediately so that appropriate handling and dissemination can be made by the Seat of Government.

I agree 1-1-50
This is most
important. I don't
like the sloppy
handling of such
matters by the Wash
Field in office.

Mr. Tolson

April 1, 1954

Mr. GLAVIN

IN-SERVICE TRAINING AND TWO DAY CONFERENCE

There is attached hereto a schedule of SACs for IN-SERVICE Training and TWO Day Conference for the calendar year, 1954.

You will be advised of any changes in this schedule.

L. L. Laughlin

CC- Director

Mr. Tolson
Mr. Holloman
Mr. Mohr
Mr. Boardman
Mr. Nichols
Mr. Belmont
Mr. Harbo
Mr. Glavin
Mr. Tamm
Mr. Rosen
Mr. Tracy
Mr. J.E. Edwards
Mr. H.L. Edwards
Mr. Cavanaugh

CQS:djjg

67-57884-189
ORIGINAL FILED IN 67-57884-189

118
98 MAY 20 1954

<u>DATE</u>	<u>NAME</u>	<u>OFFICE</u>	April, 1954
4-5-54	L. L. Laughlin A. Cornelius R. J. Abbaticchio U. M. Lopez	WFO Salt Lake City Philadelphia Savannah	In-Service Training Two Day Conference In-Service Training In-Service Training
4-12-54	M. W. McFarlin N. H. McCabe G. B. Norris	Cincinnati Cleveland Phoenix	In-Service Training Two Day Conference In-Service Training
4-19-54	J. A. Robey C. E. Piper	Birmingham Honolulu	In-Service Training In-Service Training
5-24-54	J. K. Mumford	Dallas	In-Service Training

April 1, 1954

W.F.O. Inspection

~~PERSONAL AND CONFIDENTIAL~~

Mr. L. L. Laughlin
Federal Bureau of Investigation
506 Old Post Office Building
Washington 25, D. C.

Dear Mr. Laughlin:

Reference is made to the findings reported by
Inspector H. C. Van Pelt as a result of his recent analysis
of the operations of the Washington Field Office.

While favorable progress has been made in improving
some of the operations since you assumed the duties of Special
Agent in Charge of the Washington Field Office on September 14,
1953, further efforts are required to bring all phases of the
work into first-class condition. There are certain matters,
therefore, which the Bureau desires that you stress in the
future.

RECORDED-10

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Particular attention should be devoted to the
effective reduction of the delinquency in the pending work.
This is especially required in the security field and also
in the Interstate Transportation of Stolen Motor Vehicle
classification, where the delinquency is well above the
over-all office delinquency. You should promptly assign all
of the active unassigned work and vigorously emphasize to
both the investigative and supervisory personnel the urgent
necessity of keeping the work load current. It is essential
that agents' production be increased without sacrificing
quality. The ratio of agents' time in the office is too high
and greater efforts should be made to convert such time into
investigative operations. You should give this important
matter your closest personal attention and make sufficiently
frequent follow-ups to insure that the desired results are
obtained. Particular care must be exercised to make certain
that cases are not promiscuously opened and closed to reflect
increased production.

Yalson
Ladd
Nichols
Belmont
Clegg
Glavin
Harbo
Rosen
Tracy
Gearty
Mohr
Winterrowd
Tele. Room
Holloman
Miss Gandy

ECVP:jaw

cc: Mr. Glavin (Attention: H. L. Edwards)

FOR APPROVAL

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4-15-54

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As you were advised by the Inspector, there is no surplus of investigative personnel in the Bureau. Consequently, you will be held fully responsible for the handling of all commitments promptly and thoroughly with the investigative personnel assigned to your office by the Bureau. This can best be done through more effective organization of the work, further streamlining, closer supervision, and increased production.

In accomplishing the foregoing, you should take steps to insure that the supervisors' reviews of cases with the agents are not conducted in a perfunctory manner. Such reviews should not be performed with the assignment cards alone, but should include thorough and constructive analyses of the files with the agents in order to increase productivity and better contribute to the training of the agents. They must be conducted regularly every thirty days as required.

You should continue to prepare monthly tabulations of cases closed by the agents and of the time spent in the office by the agents. Such tabulations should be carefully analyzed by you monthly. The Bureau should be advised immediately following the end of May, 1954, of the progress and results. The tabulation as to cases closed should be divided as to type of work and each such division should show the number of cases closed including record checks as well as production excluding record checks.

While substantive errors were not high, it appears they could have been avoided through closer attention to detail, better organization of the work and closer supervision. Missed deadlines were excessive. These delays are particularly serious because they cannot be satisfactorily explained and leave the Bureau quite vulnerable. You should thoroughly stress to the agents the necessity for greater adherence to deadlines and the need for prompt and thorough investigation of all matters. Tighter supervision should also be provided, and you should carefully follow up to see to it that the aforementioned delinquencies are reduced to an absolute minimum.

Although most of the criminal statistical commitments were quite favorable, you should impress upon the investigative personnel the necessity of continued improvement in this field. It is imperative that substantial increases be attained in all categories for the entire fiscal period. The need for closer liaison, especially in the Interstate Transportation of Stolen Motor Vehicle cases, should be particularly

emphasized. You should personally follow up this important matter to insure that maximum results are obtained.

One of the most effective means of strengthening criminal statistical accomplishments is through the further implementation of the criminal informant program. It is disappointing to note that the office was unable to augment the criminal informant coverage by qualifying additional criminal informants since the last inspection. Although potentials increased from [] to [] of these informants were found by the Inspector to be of poor quality and it was necessary for him to order them deleted. It is also observed that [] of the potentials were rated by the Inspector as fair and that he instructed they be deleted in ninety days unless they show more favorable prospects for further development. Excessive form errors appeared in the informant files, and there were too many delays in furnishing the Bureau with the reports required. This program should be intensified and the Bureau should be advised by July 10, 1964, of the progress and results.

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Special attention should be devoted to the obtaining of photographs of the [] Security Index subjects whose pictures are not yet on file, as well as to the submission of the remaining summary reports. Particular emphasis should be placed on the securing of reliable and accurate figures of the membership of the Communist Party in the District of Columbia and identifying those members and sympathizers in Government departments and agencies.

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The security informant coverage accordingly requires thorough expansion and the discreet guidance of informants to advance them into more important levels and positions. The failure to have increased the total of [] approved security informants since the last inspection must be promptly rectified. It is noted that no qualified or potential informants have been developed to cover the Communist infiltration of the International Fur and Leather Workers Union and the International Workers Order. It is also observed that no qualified or potential informants have been developed in Hungarian matters. Although [] informants have been developed in Czech, Hungarian and Polish matters, no potentials have been cultivated in these categories and additional coverage is required among these Russian satellite groups. You should see to it that the security informant program is vigorously accelerated and a progress report should be submitted to the Bureau no later than July 1, 1964.

Further attention should also be devoted to the equitable distribution of the supervisory responsibilities. Closer examination of the work load on the supervisory desks would have made it possible to have better equalized these duties prior to the Inspector's arrival and to have removed the assistant supervisor, whose services were no longer required. You should periodically analyze the volume of work on the supervisory desks, take steps to eliminate supervisory personnel not essential and to adjust work load inequities which may otherwise continue unduly.

You should also follow up with the building superintendent to make certain that the remaining redecorating of the office premises is completed as promptly as possible.

Form errors were too high and should be effectively reduced. They show a need for further training of both the investigative and non-investigative employees, a necessity for all personnel being more careful in the future, and a need for tighter supervision.

It is disappointing to learn that an agent failed the inspection examination, that three stenographers did not pass the stenographic test, and that one stenographer failed the typing test. They should be provided with specialized training and instruction to bring them up to Bureau standards. While the stenographic and typing production has improved since the last inspection, you should devote close attention to the further training and development of these employees to insure maximum output.

Arrangements should also be made, insofar as possible and practicable, to provide additional testifying experience to those agents who have had but limited opportunity to function as witnesses. Similar efforts should likewise be made to provide accounting training and experience to the Special Agent Accountants who have conducted limited or no Bureau accounting investigations.

The Bureau wishes to express its displeasure concerning the delinquencies and weaknesses found. You and the Assistant Special Agent in Charge and the supervisors should carefully review the foregoing comments and the detailed data

left with you by the Inspector and vigorously endeavor to improve the operations and increase the efficiency of the Washington Field Office. The Bureau should be promptly advised as soon as the delinquencies found are corrected.

Very truly yours,

(5) *J. Edgar Hoover*

John Edgar Hoover
Director

August 6, 1954

Personal and Confidential

Mr. Leo L. Laughlin
Federal Bureau of Investigation
Washington, D. C.

Dear Mr. Laughlin:

I wish to extend to you and through you to the personnel under your supervision my sincere appreciation for the very splendid fashion in which a Special Inquiry concerning an appointee of the Department of Defense and a Departmental Applicant case were handled and expeditiously completed, particularly when the investigations were ordered on July 27, 1954, and you met the deadline of July 29, 1954.

The completion of these investigations within the time limit was not an easy task and the fact that the deadline was met is most gratifying to me. I would like you to express to all the employees who aided in the efficient and prompt handling of this assignment my personal commendation.

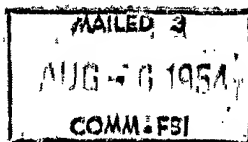
Sincerely yours,

J. Edgar Hoover

58420-289

Tolson_____
Boardman_____
Nichols_____
Belmont_____
Glavin_____
Harbo_____
Rosen_____
Tamm_____
Tracy_____
Mohr_____
Winterrowd_____
Tele. Room_____
Holloman_____
Miss Gandy_____

LRH:rk



17 AUG 11 1954

July 29, 1954

Mr. Leo L. Laughlin
Federal Bureau of Investigation
Washington, D. C.

Dear Mr. Laughlin:

I wish to acknowledge your letter of July 27, 1954. You may rest assured I felt highly honored when informed that I was to receive the Cardinal Gibbons Award from Catholic University on November 13, 1954.

There is no objection whatsoever to your rendering any service which Mr. Nicholas Chase might call upon you to render as an alumnus of Catholic University during the Annual Homecoming.

With best wishes and kind regards,

Sincerely yours,

/s/ J. Edgar Hoover

cc: Mr. Jones
LEN:MP

114
89 AUG 18 1954

506 Old Post Office Bldg.

July 27, 1954

~~PERSONAL AND CONFIDENTIAL~~

Mr. John Edgar Hoover
Director
Federal Bureau of Investigation
Washington 25, D. C.

Dear Mr. Hoover:

Mr. NICHOLAS CHASE, a local attorney and the President of the National Alumni of the Catholic University of America, called me this afternoon and stated he was very happy to report that you had agreed to accept the Cardinal Gibbons Medal from Catholic University in November, 1954 (date not stated). Mr. CHASE invited me to participate in this program, since I am a C.U. graduate.

I told Mr. CHASE that while I was very honored by his invitation I did not want to interject myself in any way in this affair designed to honor you, but if he, CHASE, felt I might be of any assistance and he would let me know, I would be glad to see what I could do.

If I hear further from Mr. CHASE I shall, of course, advise the Bureau. There is nothing I can see at this time that I can do. Should you feel there is some assistance I might be able to render, please let me know.

I think your accepting this Medal is a great honor to Catholic University, and I feel too that the University is honoring a great man.

Sincerely,

/s/ L. L. Laughlin

L. L. Laughlin

June 21, 1954

Captain Noble W. Abrahams
District Intelligence Officer
Potomac River Naval Command
Building 52, Naval Observatory
34th Street and Massachusetts Avenue, Northwest
Washington 25, D. C.

Dear Captain Abrahams:

It was indeed kind of you to write me on June 15, 1954, and I am deeply appreciative of your most generous comments.

We of the FBI are grateful for the splendid cooperation which we have always received from you and your office, and I know that Messrs. Leo L. Laughlin and Howard B. Fletcher and Special Agents Ludwig W. R. Oberndorf [redacted] have enjoyed their associations with you. They will always treasure your friendship and would want to join me in wishing you every possible future success and happiness.

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Sincerely yours,

2CC'S - Washington Field Office, with two copies of incoming
cc - Personnel File of Ludwig W. R. Oberndorf, with copy of incoming

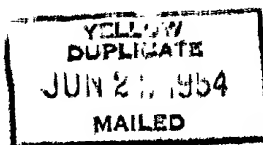
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cc - Personnel File of [redacted] with copy of incoming
cc - Personnel File of Howard B. Fletcher, with copy of incoming
cc - Personnel File of Leo L. Laughlin, with copy of incoming

NOTE: SEE NEXT PAGE

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ELP:ms
JUN 23 1954



Captain Noble W. Abrahams

June 21, 1954

NOTE: Bufiles have no derogatory information concerning Captain Abrahams whose title and complete address was obtained from the Washington Field Office. Ludwig W. R. Oberndorf EOD 1-20-42, as Clerk; 9-1-43, as SA. He is GS ^{b6} 13 assigned Washington Field Office. EOD ^{b7C} 2-9-42, as SA; is GS 14 assigned Domestic Intelligence Division. Howard B. Fletcher EOD 1-2-35, as SA; resigned 8-30-46; reinstated 1-6-47; He is GS 15 assigned Washington Field Office as ASAC.

15 Pages

LEO L. LAUGHLIN

DO NOT MUTILATE THESE FORMS IN ANY WAY

orig sent to
REC 11-23-54
23 1954 *1/28*

AI-NOT RECORDED-13

3 file
19m/28

EMPLOYEE'S NOTICE OF INJURY OR OCCUPATIONAL DISEASE

Federal Employees' Compensation Act

This notice should be submitted to the immediate superior by an injured civil employee of the Federal Government, or by someone on his behalf, within 48 hours after the injury. Notice may be given either personally or by mail. It should be retained by the official superior unless the injury causes disability for work beyond the day or shift when injury occurred, or results in any charge against the Bureau for medical expense, when it should be forwarded to the U. S. DEPARTMENT OF LABOR, Bureau of Employees' Compensation, together with the official superior's report of injury, Form C. A. 2. Before compensation is paid, written claim on Form C. A. 4 must be submitted to the Bureau.

Date of this notice November 10, 19 54

1. I hereby certify that I am employed as a Special Agent
(Occupation)
at the Federal Bureau of Investigation
(Place of employment)
and on Tuesday, November 9, 19 54, at _____ m.
(Day of week) (Date) (Hour, a. m. or p. m.)
I was injured in the performance of my duties at Quantico, Virginia
(Location where injury occurred)

2. Cause of injury Foreign matter in eye
(Describe as best you can how and why injury occurred)

3. Nature of injury Foreign matter in eye
(Name part of body affected—fractured left leg, bruised right thumb, etc.)

4. Names of witnesses to injury b6
b7C

5. If this notice was not given within 48 hours after the injury, explain reason for delay and state name of person to whom notice was first given, and when _____

This injury was not caused by my willful misconduct, intention to bring about the injury or death of myself or of another, nor by my intoxication, and I hereby make claim for compensation and medical treatment to which I may be entitled by reason of the injury sustained by me.

Name Leo J. [Signature]

Address 512 Linden Lane
(Street and number)

Falls Church, Virginia

(City or town) (State)

OFFICIAL SUPERIOR'S REPORT OF INJURY

(To be submitted to U. S. DEPARTMENT OF LABOR, BUREAU OF EMPLOYERS' COMPENSATION, Washington 25, D. C., as soon as practicable after any injury to a civil employee of the United States sustained while in the performance of duty which causes any disability for work beyond the day or shift on which the injury occurred or results in any charge against the Bureau for medical expense. This form should be accompanied by C. A. 1.)

Place of employment	1. Department <u>Justice</u>	2. Bureau or office <u>F.B.I.</u>
	3. Place of employment <u>Washington Field</u> <u>Washington</u> <u>D. C.</u>	(City) (State)
	4. Reporting office <u>Washington Field Office</u>	(City) (State)
	5. Name of superintendent or foreman in charge when injury occurred <u>Mr. H. L. Sloan</u>	
The injured employee	6. Name of injured employee <u>Leo L. Laughlin</u>	7. Age <u>44</u>
	8. Sex <u>M</u>	9. Race <u>White</u>
	10. Home address <u>512 Linden Lane</u> <u>Falls Church</u> <u>Virginia</u>	(City or town) (State)
	11. Occupation and division <u>Special Agent</u>	12. Was employee doing his regular work? <u>Yes</u>
	13. Total length of service with the Government as a civilian? <u>Approximately 19 yrs.</u>	
	14. How long at present work in this establishment? <u>Not known</u>	
	15. Dates of other injuries <u>Not known</u>	
	16. Rate of pay on date of injury, \$ <u>-</u> per annum { and subsistence valued at \$ <u>-</u> per <u>-</u> and quarters valued at \$ <u>-</u> per <u>-</u>	
	17. Employee begins work at <u>8:30 A.M.</u> m. 18. Regular day's work ends <u>5:30 P.M.</u> m.	(Hour, a. m. or p. m.) (Hour, a. m. or p. m.)
	19. Hours worked per day <u>8</u> 20. Days paid per week <u>5</u>	
The injury	21. Place where injury occurred <u>Quantico, Va.</u>	(Give exact location, as name or number of building and division, etc.)
	22. Date of injury <u>November 9</u> 19 <u>54</u> ; day of week <u>Tuesday</u> ; hour of day <u>-</u> m.	(a. m. or p. m.)
	23. Date employee stopped work <u>Did not</u> 19 <u>-</u> ; day of week <u>-</u> ; hour of day <u>-</u> m.	(a. m. or p. m.)
	24. Date employee's pay stopped <u>no</u> 19 <u>-</u> ; day of week <u>-</u> ; hour of day <u>-</u> m.	(a. m. or p. m.)
	25. Has employee returned to work? <u>was never off</u>	(Give date and hour)
	26. Will employee receive pay for any portion of above absence on account of:	
	(a) Annual leave <u>no</u>	(Give exact dates)
	(b) Sick leave <u>no</u>	(Give exact dates)
	(c) Any other reason <u>no</u>	(Give exact dates)
	27. Describe in full how injury occurred <u>Foreign matter blown in eye</u>	
The injury	28. State part of body injured and nature and extent of injury <u>Eye</u>	
	29. Did injury cause loss of any member or part of member? <u>No</u> If so, describe exactly <u>-</u>	
	30. Was employee injured while in performance of duty? <u>Yes</u> If not, or in doubt, give detailed statement <u>-</u>	
	31. Was injury caused by:	
	(a) Willful misconduct of the employee? <u>No</u> (b) Intention of employee to bring about injury or death of himself or another? <u>No</u> (c) Employee's intoxication? <u>No</u>	
	(If any answers to these questions are made in the affirmative, the reporting officer should attach an additional statement giving the reason for his conclusion)	
	32. Was written notice of injury given within 48 hours? <u>Oral</u> If not, did immediate superior have actual knowledge of injury? <u>-</u>	(Answer to question 5, Form C. A. 1, must be complete if notice was not given within 48 hours)
	33. Names and addresses of witnesses to injury <u>-</u>	b6 b7c
	34. Was injury caused by a third party other than a Government employee or agency? <u>No</u> If so, has employee been instructed in procedure under the Bureau's regulations? <u>-</u>	(A detailed statement should be forwarded with this report)
	Medical attendance	35. Name and address of physician who first attended case <u>None</u>
36. How soon after injury? <u>11-12-54</u> US Public Health Service		
37. To what hospital sent? <u>None</u> Location <u>-</u>		
38. Name and address of physician now attending case <u>None</u>		
Signed this <u>November</u> day of <u>1954</u>		
at <u>Washington, D. C.</u>		<u>H. L. Sloan</u> Special Agent in Charge (Title)

STATEMENT OF WITNESSES

[The statement of witness should tell just what the witness saw personally, or, if he did not see the injury occur, just what he knows about it and when and by whom the information was given him.]

I did not see this particular injury occur although Mr. Laughlin
did comment to me that something had blown in his eye at approximately
the time it happened.

Signed this 12 day of November, 1957

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Signed this _____ day of _____, 19____

(Signature of witness)

STATEMENT OF GOVERNMENT MEDICAL OFFICER OR PHYSICIAN WHO FIRST EXAMINED CASE

I CERTIFY that _____ was given first-aid treatment, or examined,
on _____, 19____, at _____ m., and _____ disabled for work. Probable length of
disability will be _____ (Was or was not) In my opinion disability _____ due to injury
on _____, 19____ (Was or was not)

Nature of injury as found on examination _____

Hospitalized _____ Will return for further treatment _____

Discharged _____ Other disposition _____

Remarks _____

Signed this _____ day of _____, 19____

at _____

(Signature of medical officer)

(Title)

October 26, 1954

~~PERSONAL AND CONFIDENTIAL~~

Mr. Leo L. Laughlin
Federal Bureau of Investigation
Washington, D. C.

Dear Mr. Laughlin:

As the result of a recent inquiry into the security of Bureau files in the Washington Field Office, it has come to my attention that certain delicate files, namely the file pertaining to [redacted] and files concerning availability of keys to [redacted] cars were being maintained in the Pending File Section of the office. These files should be maintained in the Confidential File Room to afford them greater security and you should have previously caused them to be removed to the Confidential File Room where handling would be restricted. This should be done immediately and you should also check to determine whether there are any other delicate files in your office which should also be placed in the Confidential File Room. You should advise the Bureau when this has been done.

I have also noted that you have ^{unpromptly} failed to impress thoroughly upon all ^{supervisory} personnel in your office the necessity for ^{thoroughly} recording personnel delinquencies. In the case of former clerical employee [redacted] three clerical supervisors of your office had observed that this employee, while assigned to the Washington Field Office, displayed a tendency to read unauthorized material and was engaged in the performance of his duties. However, this deficiency was not made a matter of official record.

Tolson _____
Ladd _____
Nichols _____
Belmont _____
Clegg _____
Glavin _____
Harbo _____
Rosen _____
Tracy _____
Gearty _____
Mohr _____
Winterrowd _____
Tele. Room _____

FDH: jor jor

CC:

SOG, Washington
Mr. Harbo (SENT DIRECT)

8 NOV 3 1954

OCT 27 1954

DIRECTOR

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not brought to your attention. You will be expected to thoroughly impress your supervisory personnel with the necessity of seeing that an official record is made of delinquencies on the part of personnel to avoid repetition of such a failure.

Very truly yours,

J. Edgar Hoover

John Edgar Hoover
Director

FEDERAL BUREAU OF INVESTIGATION
FOIPA
DELETED PAGE INFORMATION SHEET

No Duplication Fees are charged for Deleted Page Information Sheet(s).

Total Deleted Page(s) ~ 45

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Page 298 ~ Referral/Direct

